

# Bertie County Board of Commissioners



**September 18, 2017  
12:30 PM**

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

**BERTIE COUNTY BOARD OF COMMISSIONERS**  
**September 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.*

**12:30 – 3:45 – Afternoon Work Session**

- Lunch with ECU’s Dr. Stan Riggs and presentation of next phase flood prevention options, Z. Smith Reynolds grant and local funding from Town and County of \$50,000 each
- Dr. Paige Viren – discuss potential recommendations for the draft countywide recreation comprehensive plan
- Review responses to RFQ for Golden Leaf project and schedule design team interview for 2<sup>nd</sup> or 3<sup>rd</sup> week of September
- County Manager’s review of latest FEMA reports and other projects

**4:00-4:05** Call to Order and Welcome by Chairman Trent

**4:05-4:15** Invocation and Pledge of Allegiance by Commissioner Wesson

**4:15-4:25** Public Comments (3 minute time limit per speaker)

(A)  
**\*\*\* APPOINTMENTS \*\*\***

**4:25 – 4:35** (1) Scholarship award and check presentation for Sandrika Freeman by Vice Chairman Ernestine Bazemore on behalf of the NC Association of Black County Officials

**4:35 – 4:45** (2) Roanoke-Chowan Community College update on search for new President

**4:55 – 5:05** (3) Poverty initiative – review program concept and proposed timetable by former Commissioner Patricia Ferguson

**4:45 – 4:55** (4) OPIOID program outreach initiative with Albemarle Regional Health Services

**4:55 – 5:05** (5) Holland Consulting introduces the Disaster Recovery Grant Act and funding requirements and HMPG updates

**5:05 – 5:15**(6) Library Update by Jennifer Patterson, Albemarle Regional Library Director, and Nancy Hughes, Branch Manager

**Board Appointments (B)**

1. Nursing Home/Adult Care CAC Board

**Consent Agenda (C)**

1. Approve Minutes for Work Session 8-7-17
2. Approve Minutes for Regular Session 8-7-17
3. Approve Minutes for Closed Session 8-7-17
4. Approve Minutes for Governors Visit 6-20-17
5. Register of Deeds Fees Report – August 2017
6. Budget Amendment(s)
7. Approve proposed 2018 Commissioners meeting schedule, approve NC State Holidays

8. Senior Center General-Purpose Funding FY2017-2018
9. Tax Release Journal
10. Approve contract renewal with MAXIMUS, to perform annual cost allocation reporting for DSS
11. Resolutions for submission of grant applications authorized by the Board of Commissioners on February 6, 2017 for Water District I and III. Applications are now complete.

**\*\*\*OTHER ITEMS\*\*\***

**Discussion Agenda (D)**

1. Middle Income Housing Initiative - deferred
2. September 30<sup>th</sup> Town Hall meeting – review proposed presentation items, schedule, and potential speakers and program focus

**Commissioners’ Reports (E)**

**County Manager’s Reports (F)**

**County Attorney’s Reports (G)**

**Public Comments Continued**

**Closed Session**

**Adjourn**



# **Bertie County**

## **Board of Commissioners**

### **ITEM ABSTRACT**

**MEETING DATE:** September 18, 2017

**AGENDA ITEM:** Work Session

**DEPARTMENT:** Governing Body

**SUBJECT:**

- Lunch with ECU's Dr. Stan Riggs and presentation of next phase flood prevention options, Z. Smith Reynolds grant and local funding from Town and County of \$50,000 each
- Dr. Paige Viren – discuss potential recommendations for the draft countywide recreation comprehensive plan
- Review responses to RFQ for Golden Leaf project and schedule design team interview for 2<sup>nd</sup> or 3<sup>rd</sup> week of September
- County Manager's review of latest FEMA reports and other projects

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** ---

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

RFQ Responses for design team selection:

Six design teams responded to the County's request for qualifications (RFQ) for the Library and Cooperative Extension joint use facility. The deadline was August 24<sup>th</sup> at 3:00 p.m.

**Huffman Architects**

**MHAworks, Engineering Source of NC, RPA Engineering, and ARK Consulting Group**

**Gensler Architects**

**The Wooten Company**

**LS3P Architects**

**Bobbitt Design Build**

One interesting note, Bobbitt Design Build offers a non-traditional approach for design, construction administration and delivery of the building with the cost pre-determined and set in advance by contract. Attached for your review and also for the legal team to examine is the design build reference documentation. In Harnett County where I previously served, we used the design build (and financing) for construction of a health education building for the community college.

It is also very important to note, that the Board of Commissioners is taking the first strategic step in the redevelopment process for the future of the Town of Windsor with the construction of the public library and cooperative extension service joint use facility. The selection of the design team, and the ability to advance the project schedule will greatly influence the County's success in securing grant funding especially with the Golden Leaf Foundation.

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:**

**ITEM HISTORY:** ---



**DYNAMICS OF THE CASHIE RIVER DRAINAGE BASIN,  
BERTIE COUNTY, NORTH CAROLINA:  
EVALUATION OF CHANGE AND RESILIENCE OF A COASTAL ECOSYSTEM**

**Dr. Stanley R. Riggs  
Dept. of Geological Sciences (ECU)  
North Carolina Land of Water (NC LOW)**

**7-25-2017**

**START DATE: JAN. 1, 2018**

**END DATE: JULY 31, 2019**

**INTRODUCTION**

**SUMMARY**

This drainage basin-wide study will evaluate the changing dynamics in order to develop realistic options for both the short- and long-term, sustainable management of the Cashie River drainage system. More specifically the overall study goals will:

- 1) Develop the scientific data base of a dynamic and changing drainage system that extends from the upland wetlands downstream to the estuarine system and covers the changes since colonial occupation, to the present, and projections into the near-term future.
- 2) Implement an educational component that addresses the natural and cultural resources of the Cashie River drainage system for K-12 school systems, general public, and local and regional leadership.
- 3) Explore different short- and long-term, sustainable management responses for flooding/drought in the Cashie River drainage system and the town of Windsor with a set of prioritized recommendations.

The resulting recommendations and implementation efforts must seriously consider the pro and con impacts on both the human component and the natural ecosystem. This study will also consider the ecosystem services to society and the economic resource base that presently exists in this dynamic and complex coastal drainage basin.

**CASHIE RIVER DRAINAGE SYSTEM**

The Cashie River system is a world-class, black-water tributary drainage that lies totally within the boundaries of Bertie County. Its' headwaters are in the pocosin swamplands on the uplands of the Wicomoco Terrace. Then the river is incised through the intermediate Talbot Terrace, and cuts across the lower, Roanoke River paleo-braid plains, and discharges into the primary floodplain of the Roanoke River just before it empties into the estuarine waters of Albemarle Sound.

The town of Windsor occupies a unique position at the juncture where the Cashie riverine channel (above Windsor) drops below mean sea level downstream where it is a drowned-river estuary. Consequently, the lower Cashie is influenced by the tides and storm surges of the Atlantic Ocean and Albemarle Sound. Additional complicating hydrodynamic factors that affect the Cashie River are the fluctuation in Roanoke River discharge and ongoing sea-level rise of between 1 to 3 feet since the colonists sailed the lower Cashie River in the early 1700s. Thus, the downstream dynamics of a storm dominated coastal system in combination with the changing land-use patterns within the upstream portion of the drainage basin, are together responsible for the apparent increased frequency and severity of flooding events in Windsor.

### **PRIMARY VARIABLES THAT DETERMINE THE FLOOD, MEAN, AND DROUGHT CONDITIONS**

1. Monthly and annual rainfall: amounts, rates, and regional distribution determine whether there will be flooding, normal, or drought conditions as a consequence of the next event or series of events.
  - a. Type of storm events (frontal systems vs tropical storms)
  - b. Temporal distribution pattern of storm events (seasonal variation, single event vs multiple events in short time periods)
  - c. Spatial distribution and path of storm events (upper Coastal Plain, lower Coastal Plain, or offshore, etc.)
  - d. Duration of storm events (hours vs weeks)
  - e. Monthly and annual conditions (wet or dry) determine degree of saturation of the soil, level of ground-water table, ground cover, and surface water flow.
2. Coastal topography of the upstream drainage basins determines the local ecosystems and land uses of all tributary streams, as well as the trunk stream.
  - a. The streams are incised with high gradients and minimal primary floodplains, streams have low gradients with broad primary floodplains, or are ephemeral swales in the uplands.
  - b. Location dictates the adjacent upland uses (natural floodplain ecosystems or modified land for agriculture, forestry, industry, or urban).
  - c. Recent land use changes in response to increasing economic growth and development (harvest of crops, clear-cutting of forests, ditching and draining of wetlands, urban construction and runoff, building road dams with culverts and bridges, etc.).
3. Regional changes in the topography impacts the rate of hydrologic discharge.
  - a. Natural topographic pinch points formed by adjacent uplands
  - b. Natural changes in stream gradient
4. Detailed location within the topographic setting dictates the impact of each hydrologic event.
  - a. Location of the stream system relative to sea level and associated Albemarle Sound system (effects storm surges and wind tides that change the stream gradient increasing back-flooding and slowing storm discharge).

- b. Location relative to the downstream Roanoke River system (upstream dam releases that change the stream gradient can decrease discharge and increase back-flooding).
- c. Location on either the primary, secondary or tertiary floodplain (interferes with both flood flow and potential storm water and drought water storage).
- d. Location on the headwaters on top of the upland terraces where storm wind driven sheet-flow can move surface waters across flat inter-stream divides resulting in natural inter-basin transfers during flooding.

## **CASHIE RIVER STUDY**

### **GOAL 1: DEVELOP THE SCIENTIFIC AND CULTURAL DATA BASE FOR THE CASHIE RIVER SYSTEM**

#### **A. PRODUCE THE DATA BASE AND DEVELOP “THE CASHIE RIVER STORY”**

1. Identify and evaluate what archived and modern data are available including a) maps and aerial photography, b) atmospheric storm information, and c) consequent hydrologic system response (floods/droughts) within the Cashie River, Roanoke River, and Albemarle Sound regions.

2. Collect, scan, and geo-reference historical and modern sets of Bertie County aerial photography (from the 1930s to the present), satellite imagery (from the 1970s to the present), and LiDAR data (from 2015). These data, plus the published literature, will be utilized to evaluate and produce a set of maps that detail the landscape, its ecosystems, land-uses, and the changing conditions through time for both the upstream, downstream, and adjacent trunk-estuarine portions of the drainage system.

3. Based upon the evaluation of these scientific and cultural data sets, “The Cashie River Story” will be developed that will include a set of relevant landscape maps and cross-sectional profiles at different scales. These products will then be utilized to delineate the different geo-zones and their physical and biologic characteristics.

4. Reliable data sets will be archived for future public and scientific use in pre-existing data centers such as the NC Coastal Atlas ([www.nccoastalatlantlas.org](http://www.nccoastalatlantlas.org)) and NC Dept of Archives and History, etc.

#### **B. DEVELOP A REGIONAL MONITOR SYSTEM PLAN**

This plan will develop and integrate a network of inter-basinal and regional monitoring sites for both atmospheric and hydrologic conditions and including key locations upstream, within Windsor, and downstream in the Roanoke River and Albemarle Sound. Knowing how the complex drainage system works in response to the atmospheric events is crucial for understanding how to minimize the negative impacts of future hazard events and their economic impacts throughout the drainage system.

1. Based on the results of goal A1, a plan will be developed to re-activate pre-existing hydrologic and atmospheric monitor stations and integrate this into a network of new monitor

stations at key locations within the Cashie River drainage system (headwaters to discharge location). Hydrologic monitor systems should also be located in Albemarle Sound, as well as upstream and downstream sites on the Roanoke River.

2. Identify and establish a procedure to work with existing institutions for monitoring the wind tides and storm surges resulting from northeastern NC storm events in the Albemarle Sound system.

3. A communication system should be set up with appropriate agencies concerning the discharges from the Roanoke River dam at Roanoke Rapids.

4. Develop a storm management approach to integrate all of the critical data sets and formulate an action plan for managing the Cashie River drainage system into the future.

**GOAL 2. DEVELOP AND IMPLEMENT AN EDUCATION AND PUBLIC OUTREACH PROGRAM.**

In order for any of the short- and long-term, sustainable management programs to happen, the public has to understand the science components that are at work in this complex drainage system. Education and public outreach at all levels (K-12 school system, public citizens, private businesses and land owners, and the agricultural community) must buy into the program or it won't work.

A. Develop a regionally focused program (The Cashie River Story) that integrates the coastal landscape, hydrology, climate change, and cultural history of the unique northeastern NC coastal region.

B. Implement a general public education and STEM education programs for teachers in the regional schools to tell "The Cashie River Story" concerning the basic inter-relationships between the coastal system science, healthy resource system, and high quality, sustainable economics.

B1) The public component should utilize town hall meetings and work directly with the pre-existing structure of the ECU and NCSU extension and outreach programs, as well as the regional resources of local universities and community colleges.

B2) The K-12 program should have a major field component included to get students involved in their backyard with mapping and various types of monitoring projects, etc. This aspect of the study should carry out a series of educational field workshops for the K-12 earth and environmental science teachers and students within the Bertie County school system.

C. In order to implement "The Cashie River Story" the educational program must focus on utilizing best-management land-use practices concerning cover crops, surface water discharges, primary floodplain functions, ecosystem services, stream buffer zones, etc. This aspect of the program should work in concert with existing regional and state programs and venues including: Bertie County, Town of Windsor, Partnership for the Sounds, NC Coastal Land

Conservancy, The Nature Conservancy, NC State Parks, NC Wildlife Commission, and NC DOT Sans Souci ferry, etc.

**GOAL 3. EXPLORE SHORT- & LONG-TERM, SUSTAINABLE, BASIN-WIDE MANAGEMENT PLANS**

This program should be built around the extreme conditions of the Cashie River drainage system during events of flooding/drought and their impacts upon the town of Windsor and citizens of Bertie County. The management plan should incorporate the existing state and federal data gathering and hazard management programs with a specific focus on the unique physical and environmental settings of the Cashie River system, the town of Windsor, and ongoing changes in regional climate, storms, and sea level.

A. Definition of “geo-zones” that include high-, moderate-, and low-risk zones based on the topography, soils, and past flooding history for the town of Windsor. Develop a set of land use plans for previously or recommended high- and moderate-risk geo-zones vacated within Windsor and other relevant portions of Bertie County that are compatible with flooding and can lead to expanding sustainable businesses (ECU and NCSU’s programs in recreation and design).

B. Develop community partnerships with non-profit, land conservancy groups to implement an integrated drainage system program of conservation easements, buffer zones, and best-land use management practices along the upper branches of the Cashie River drainage basin. Conservation easements could work in concert with associated landowners, to define “beaver zones” in areas where nature’s engineers can be cultivated and managed in specific primary floodplain segments. These efforts will be integrated to form a well-defined land-use management plan that includes geo-zoning and preserving substantial natural buffer areas along each stream channel.

C. The ultimate purposes of the land-use management plan are to slow down the flash-flood discharges, store water for periods of drought, enhance eco-system services, and provide opportunities of expanding sustainable eco-tourism opportunities. We will revisit the historic locations of mill dams in the upper watershed to determine if one or more sites could be re-occupied to serve multiple purposes as both water storage and recreational facilities, similar to Merchants Mill Pond State Park, etc.

D. Work with the groups of hydrologic engineers modeling the Cashie River System to help formalize a feasible, long-term management plan that optimizes the sustainability and effectiveness of the proposed plan and minimizes the negative impacts of future floods and/or droughts.

**PROGRAM PERSONNEL:**

**Principal Investigator:** Dr. Stanley R. Riggs, Greenville, NC.

1. Carried out research on the origin and dynamics of the NC coastal system for 53 years producing hundreds of technical papers, journal articles, books, and public news and education articles and films.

2. Taught undergraduate and graduate level earth and environmental science for 33 years at ECU (1967-1999).
3. Appointed member of innumerable federal, state, and local commissions and panels (eg., NOAA Commission for the USS Monitor Marine Sanctuary, NC Climate Commission, NC Science Panel, NC Panel on Offshore Energy, etc.)
4. Distinguished Professor: Thomas Harriot College of Arts and Sciences (1993-Present)
5. Distinguished Research Professor: East Carolina University (2000-2017)
6. Published:
  - “Drowning the North Carolina Coast: Sea-Level Rise and Estuarine Dynamics” (2003, NC Sea Grant; Riggs, S.R. and Ames, D.V.)
  - “The Battle for North Carolina’s Coast: Evolutionary History, Present Crisis, and Vision for the Future” (2011, UNC-Press; Riggs, S.R., Ames, D.V., Culver, S.J., and Mallinson, D.J.)
7. Founder and Director of 501 (c) 3 nonprofit: North Carolina Land of Water (2012-Present) [www.nclandofwater.org](http://www.nclandofwater.org)
8. Distinguished Professor Emeritus: East Carolina University (2017-Present)

**Research Associate:** Ms. Dorothea V. Ames, Greenville, NC

1. BS in Chemistry and Mathamatics from McGill University and MS from the ECU Department of Geology
2. Ten years teaching introductory earth and environmental science at the college level (ECU)
3. Fifteen years working with science teacher education workshops in North Carolina
4. Research Associate for 29 years working on ECU research teams concerning the dynamics of the riverine, estuarine, and landscape systems within NC coastal system (1988-2017).

**Community Outreach Coordinator-Project Manager:** Ms. Karen Clough, Columbia, Tyrrell Co.

1. BS from East Carolina University,
2. ECU foundations
3. Pocosin Arts
4. Tyrrell County school board and Tyrrell County Chamber of Commerce
5. Community Outreach Coordinator and project manager for NC LOW (2016-Present).

**Community Outreach Coordinator:** Mr. David Hodges, Grandby, Currituck Co. NC

**PROGRAM SUB-CONTRACTS:**

To meet some aspects of the program goals that are beyond the capabilities of the NC LOW personnel, will be sub-contracted to personnel and/or groups that are experts in that particular topic. NC LOW has a formal operational agreement with East Carolina University. The university has a wealth of specific expertise, along with other non-profits and LLC’s that this proposed program will work with through sub-contracts. For example, the NC Coastal Atlas is housed in the Dept. of Geography at ECU and has been sub-contracted to work with NC LOW on previous eastern NC grants to produce map products with the capabilities to present all types of technical data through their website ([www.nccoastalatlus.org](http://www.nccoastalatlus.org)). Examples of other groups with relevant expertise to the present project include the Dept. of Leisure and Recreational Studies

(Dr. Paige Viren), Dept. of Biology (Dr. Robert Christian), Dept. of Geological Sciences (Dr. Terri Woods and Dr. Richard Spruill), College of Engineering (Dr. Randall Etheridge).

**PROPOSED BUDGET**

**GOAL 1: SCIENTIFIC DATA BASE**

PRODUCE REGIONAL MAPS & "THE CASHIE RIVER STORY"	\$ 25,000
COLLECT DATA & DEVELOP REGIONAL MONITOR SYSTEM PLAN	\$ 20,000

**GOAL 2. DEVELOP & IMPLEMENT EDUCATION PROGRAM**

K-12 SCIENCE & ENVIRONMENTAL PROGRAM	\$ 25,000
PUBLIC OUTREACH PROGRAM	\$ 15,000

**GOAL 3. SUSTAINABLE MANAGEMENT PLAN**

DEVELOP INTERDISCIPLINARY DRAINAGE SYSTEM PLAN	\$ 15,000
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**PROGRAM IMPLEMENTATION & MANAGEMENT**

OUTREACH COORDINATOR & DIRECTOR: 6 mo @ \$4,000/mo	\$ 24,000
PRINCIPLE INVESTIGATOR: 6 months @ \$5,000/mo	\$ 30,000
RESEARCH ASSOCIATE: 6 months @ \$5,000/mo	\$ 30,000

<b>TOTAL DIRECT COSTS:</b>	<b>\$184,000</b>
<b>INDIRECT COSTS: 5% OF DIRECT COSTS</b>	<b>\$ 9,200</b>
<b>TOTAL PROJECT COSTS:</b>	<b>\$193,200</b>

**NC LOW GRANT FUNDS AND IN-KIND SUPPORT**

- Z. Smith Reynolds: \$60,000
- NC Dept. of Commerce-ULCR: \$50,000
- Kenan Institute of Engineering, Technology, and Science: \$25,000
- Kenan Institute of Private Enterprise: \$25,000
- Reisert Foundation: \$15,000
- First Citizens Bank: \$10,000
- East Carolina University: \$100,000 in-kind support
- Exploring North Carolina: \$68,000 in-kind support
- Kenan Institute of Engineering, Technology, and Science: \$5,000 in-kind support
- NC Coastal Federation: \$5,000 in-kind support

**DATA FOR RELEVANT TIER ONE COUNTIES WITHIN NC LOW**

<b>County</b>	<b>Total Population</b>	<b>Percentage Below Poverty Level %</b>	<b>Percentage Minorities Blacks/Other %</b>	<b>Median Income 2015 \$</b>
<b>Bertie</b>	19,854	24.8	62.1/ 2.3	30,027
<b>Hyde</b>	5,517	23.0	37.0/ 4.8	42,897
<b>Tyrrell</b>	4,141	25.0	39.5/ 7.7	32,361
<b>Washington</b>	12,195	23.4	55.1/ 5.7	34,538
<b>Total/Average</b>	<b>41,707</b>	<b>24.1</b>	<b>48.4/ 5.1</b>	<b>34,956</b>

TABLE 1. Data for specific counties that NC LOW has worked directly in and proposes to work in relative to the present proposal. Data are from the U.S. Census Bureau and include the whole counties July 1, 2016.



# NORTH CAROLINA LAND OF WATER (NC LOW) COASTAL SYSTEM

## AN UMBRELLA ORGANIZATION FOR DEVELOPING A SUSTAINABLE, RESOURCE-BASED ECONOMY WITHIN THE DYNAMIC COASTAL SYSTEM OF NORTHEASTERN NORTH CAROLINA

### NC LOW MISSION STATEMENT

The mission of North Carolina Land of Water (NC LOW) initiative is to undertake activities in northeastern NC that will (*figure 1*):

1. Integrate the diverse areas of the inner and outer banks regions for their mutual benefit;
2. Contribute to long-term, sustainable economic development based on the natural resources and cultural history of the region;
3. Develop natural resource- and cultural history-based coastal system educational programs; and
4. Enhance scientific understanding of NC LOW coastal system change.



*FIGURE 1. The NC LOW coastal system is both a geographic region and a new concept for guiding economic development that is dependent on intersection of the geo- and bio- processes with the human culture and economies.*

### GOALS OF THE NC LOW PROGRAM

1. Integrate the communities and regions of NC LOW coastal system through the development of programs that will facilitate economic growth and help build a spirit of common interest (e.g., National Heritage Designation, etc.).
2. Identify new sustainable economic initiatives and strategies that build on the inter-dependence of the region's natural resources with human history and culture (e.g., water, land, and air trail systems, etc.).
3. Establish mechanisms for developing educational programs that integrate the natural resources with the human history and culture of the NC LOW coastal system (e.g., public, K-12 school systems, and economically driven educational tourism programs).
4. Enhance scientific understanding of NC LOW coastal system change. Investigate and monitor critical coastal ecosystems to: a) enhance our knowledge base of the coastal dynamics, b) monitor the components and processes of change, and c) ensure that both economic and policy decisions have a solid scientific base.

## **DESCRIPTION OF THE NC LOW COASTAL SYSTEM**

North Carolina's coastal heritage is associated with fluctuating climates and the responding changes in sea level, tides, and storms at time scales that range from days to millennia. These climatic oscillations through time produced the surficial features of the modern Coastal Plain including the river systems, associated uplands, and modern coastal system with its estuaries and barrier islands that occur at the land-sea-air interface. This interface is one of the most dynamic and energetic zones of our planet and is constantly being reshaped by the ongoing impacts of changing sea-level and storms.

A line drawn from Raleigh to Cape Lookout divides the North Carolina coastal system into two distinct zones that are different in both their geometry and geologic processes. The southern coastal zone is characterized by a relatively steep sloping land surface compared to the less-steep slope of the northern zone. Rising sea level has flooded these disparate zones, producing different kinds of barrier islands, inlets, and associated estuaries. The steeper slope of the southern zone produces short, stubby barrier islands that hug the mainland shoreline, resulting in narrow back-barrier estuaries connected to the ocean by abundant inlets. The gentle land slope of the northern zone produces long barrier islands that are broken by only a few major inlets and occasional small and ephemeral inlets. The northern barrier islands occur on the seaward side of a broad expanse of drowned-river estuaries of the Albemarle-Pamlico estuarine system, that project seaward into the Atlantic Ocean forming the famous Cape Hatteras and associated Outer Banks. It is the northern coastal zone that constitutes the North Carolina Land of Water (NC LOW) Coastal System as indicated on *figure 2*.

The NC LOW coastal system is dominated by the following general characteristics:

1. About 10,000 square miles of area within the NC LOW coastal system;
2. About 180 miles of barrier islands with ocean shorelines and multiple, ephemeral inlet-outlet systems;
3. About 3,500 square miles of estuarine waters;
4. About 10,000 miles of estuarine shorelines including vast marshes, extensive swamp forests, and abundant sediment banks;
5. Four major Piedmont draining river basins with a vast network of Coastal Plain tributary streams that supply abundant fresh water;
6. Rich and diverse plant and wildlife ecosystems that include brown-water trunk rivers, black-water tributary streams, pocosins and their lakes, fresh to salt-water marshes, Carolina Bays, etc.
7. Numerous down-east coastal communities that have long histories and unique water-based cultures.

## **LOCATION OF THE NORTH CAROLINA LAND OF WATER COASTAL SYSTEM**

The "North Carolina Land of Water" (NC LOW) coastal system is bounded on the east by the Outer Banks barrier island sand dam and extends westward through the Inner Banks to the Suffolk Shoreline, an ancient ocean shoreline (*figure 3*). NC LOW is bounded by the Virginia state line on the north and Beaufort Inlet and Newport River on the south. The Outer Banks are subdivided by Oregon Inlet into the northern urbanized barrier islands (Islands of Opportunity) and the southern islands consisting of a series of eight destination villages separated by segments of natural barrier islands (String of Pearls). The water bodies that occur west of the Outer Banks,

are like an open hand with Pamlico Sound representing the palm and the fingers extending westward to form the vast Drowned River Estuarine System: Currituck, Albemarle-Roanoke, Pamlico-Tar, Neuse, and Core-Back sounds. The Down-East Lowlands extend eastward forming the low-elevation land areas between the watery fingers of the Inner Banks.

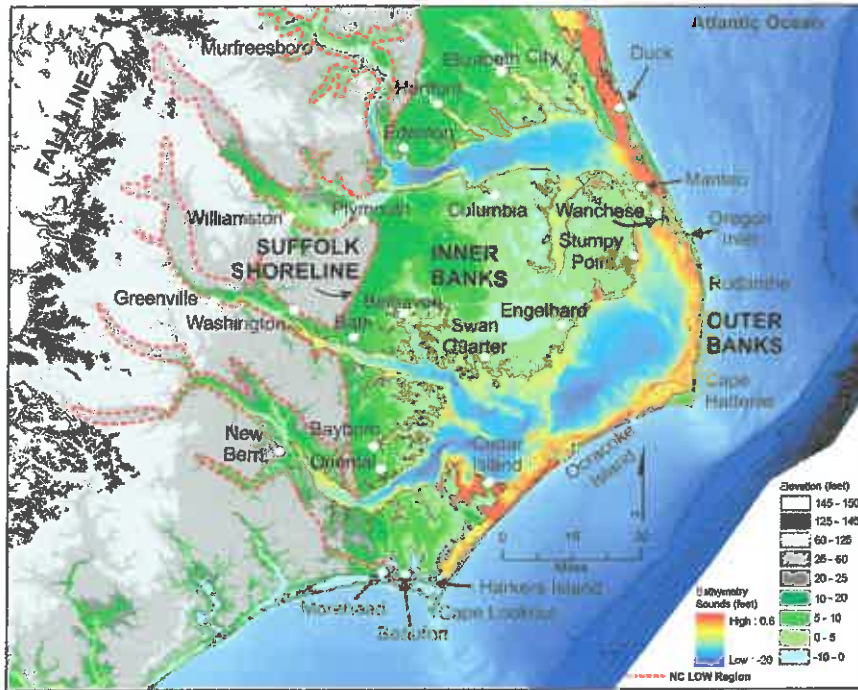


FIGURE 2. This is a color topographic map of the NC LOW coastal system which is outlined by and east of the red dashed line. Land elevations and water bathymetry are color-coded in the lower right corner. Some of the major towns are indicated and the black zone separating the gray and white map areas is the “fall line” that represents the contact between the Coastal Plain and Piedmont Provinces.

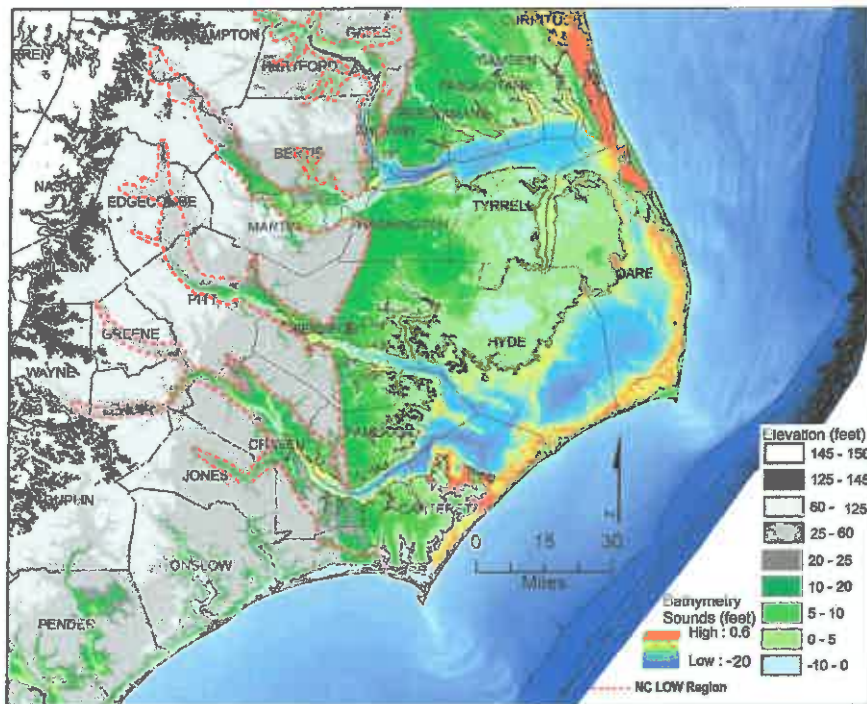
**NC LOW COUNTIES**

**Roanoke-Albemarle  
Drainage Basins**

- 1. Bertie
- 2. Camden
- 3. Chowan
- 4. Currituck
- 5. Dare
- 6. Gates
- 7. Halifax
- 8. Hertford
- 9. Martin
- 10. Northampton
- 11. Pasquotank
- 12. Perquimans
- 13. Tyrrell
- 14. Washington

**Tar-Pamlico & Neuse River  
Drainage Basins**

- 15. Beaufort
- 16. Carteret
- 17. Craven
- 18. Edgecombe
- 19. Greene
- 20. Hyde
- 21. Lenoir
- 22. Pamlico
- 23. Pitt



*FIGURE 3. This is a color topographic map of the NC LOW coastal system is outlined by and east of the red dashed line and includes the labeled counties. Land elevations and water bathymetry are color-coded in the lower right corner. The black area separating the gray and white map areas is the "fall line" that represents the contact between the Coastal Plain and Piedmont Provinces.*

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**REQUEST FOR QUALIFICATIONS FOR  
PROFESSIONAL CONSULTANT SERVICES FOR  
Planning, Design & Engineering for a joint use facility  
For public library and cooperative extension services to  
Replace buildings damaged by repetitive flooding in Windsor, NC**

Bertie County, NC is seeking Qualification Statements from interested and qualified firms to provide recommendations for development of a site, facility design and engineering, and preparation of construction drawings for a new library and cooperative extension office facility.

**PURPOSE**

This Request for Qualifications is sought to obtain expert professional, technical and advisory services at the discretion of Bertie County and its Board of Commissioners to assist with the redevelopment plans and facility replacements resulting from Tropical Storm Julia and Hurricane Matthew in 2016.

**BACKGROUND**

Bertie County, NC has experienced four (4) major flood events since 1999, impacting downtown Windsor and severely damaging core County facilities. The County is working cooperatively with the Town officials toward the redevelopment of its commercial district, where several sites are under consideration.

**SCOPE**

The Bertie County Board of Commissioners is actively seeking site acquisition, and desires to immediately engage a qualified firm to assist with development of this project including finalization of construction documents.

**PROJECT TIMELINE**

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

## **QUALIFICATIONS STATEMENT FORMAT**

- 1) Provide a detailed narrative of the firm's perception and understanding of the project, outlining any unique considerations or experience with similar projects.**
- 2) Firm history and statement of qualifications**
- 3) Key principal and associate staff; identification of any associate firms involved and pertinent responsibilities; identification of the Project Manager. Provide a project organization chart.**
- 4) Recent examples of similar projects, schedules and results.**
- 5) Description of the work plan, proposed meetings, schedules, and approach to scope of work and reporting. Include any additional analysis or service that may be pertinent to this type of project.**
- 6) Other relevant information that demonstrates the team's qualifications for conducting this scope of work.**
- 7) Provide information on the firm's financial stability and insurance coverage.**

## **REVIEW OF QUALIFICATIONS AND EVALUATION CRITERIA**

- 1) Specialized and relevant experience**
- 2) Overall performance based on past projects, evidenced by references**
- 3) Project approach and proposed organization to complete objectives**
- 4) Proposed schedule**
- 5) Demonstrated understanding of the proposed project engagement**

## **INCURRING COSTS**

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

## **RIGHT TO AWARD OR REJECT**

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

## **CONTRACT**

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

The selected firm will be expected to assist Bertie County in complying with the appropriate MBE/WBE or DBE to help ensure that minority/women owned and disadvantaged business enterprises have the maximum opportunity to participate in the performance of contracts and subcontracts, and shall not be discriminated against on the basis of race, color, national origin, disability or sex on projects funded by state or federal grants or other financing required by Bertie County.

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An informational meeting (NOT required) will be held at 2:00 p.m. on July 31<sup>th</sup> in the Board of Commissioners meeting room at 106 Dundee Street in Windsor, NC. This is an open process and all interested firms are encouraged to participate. The firm or team desiring to propose services will submit ten (10) copies entitled "Bertie County Public Library and Cooperative Extension facility" on or before August 24<sup>th</sup> at 3:00 p.m. by mail or delivery same to:

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

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

Proposals are due August 24<sup>th</sup> 2017 at 3:00 p.m.



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FEDERAL EMERGENCY MANAGEMENT AGENCY  
**Federal/State Joint Field Office**  
**EXIT BRIEFING FORM**



FEMA 4285 DR NC

**SUBJECT:** Applicant Exit Briefing

**APPLICANT NAME:** Bertie (County) PA ID # 015-99015-00

**KICK-OFF MEETING DATE:** November 15, 2016

List the number of small and large project worksheets written for each category and the total number of Project Worksheets (PWs) by category. If there is no damage in a category, mark "N/A". This document is to be signed by the PAC Crew Leader, State Applicant Liaison and the applicant's Authorized Representative as shown on the Request for Public Assistance.

Provide a copy to the Applicant and turn in the original to the Data Coordinator.

Completed Categories	# of Small Projects	# of Large Projects	Total # of PWs
Category A: Debris Removal	1		1
Category B: Protective Measures Donated Resources (Cat A and/or B)	3	1	4
Category C: Road and Bridges	1		1
Category D: Water Control Facilities			
Category E: Building & Contents	1		1
Category F: Public Utility System			
Category G: Other (Recreational)			
<b>Total Number of Project Worksheets</b>	<b>6</b>	<b>1</b>	<b>7</b>

**Important Time Lines and Statutory Requirements**

In accordance with §206.202(d)(1)(ii) of 44CFR, if additional damage is found, the applicant must notify the State in writing within 60 days of the Kickoff Meeting or by January 18, 2017

The applicant must maintain complete records and cost documentation for all approved work for at least three years from the date the applicant's grant is officially closed.

In accordance with §206.206 of 44CFR, Applicants may appeal any determination related to an application for or the provision of Federal assistance, but must do so within 60 days from receipt of the determination.

All work must comply with provisions of the Clean Water Act, Clear Air Act, Resource Conservation and Recovery Act, Endangered Species Act, Fish and Wildlife Coordination Act, the National Historic Preservation Act, and related Federal statutes and associated State, Tribal and local laws, codes, ordinances and other statutes.

Any questions regarding Public Assistance, changes to the "Approved Scope of Work, Improved or Alternate Projects, 406 Hazard Mitigation, and/or major cost overruns require prior approval from FEMA. Please contact: Charles Edwards, North Carolina Department of Public Safety, 4105 Reedy Creek Road, Raleigh, NC 27607,

FEMA PAC Crew Leader: Arnab Sinha

Date: 8/30/2017

State Applicant Liaison: Andy Andrews

Date: 8/30/2017

**Certification:**

To the best of my knowledge and understanding, Project Worksheets are written for all known damages and for all other disaster-related costs claimed under the Public Assistance Program for this disaster. Exceptions may include inundated or inaccessible sites and demolition-related projects. I have also read and understand the important time lines noted above and will comply with Federal, State, and local statutes and ordinances in completing disaster-related work under the Public Assistance grant.

Applicant Representative: William Roberson

Date: 8/30/2017

<b>PA-04-NC-4285-PW-01682(0)</b> <u>P</u>	
Applicant Name: BERTIE (COUNTY)	Application Title: 2-B1969 Bertie County Lawrence Memorial Public Library
Period of Performance Start: 10-10-2016	Period of Performance End: 04-10-2017

### **Subgrant Application - Entire Application**

**Application Title:** 2-B1969 Bertie County Lawrence Memorial Public Library  
**Application Number:** PA-04-NC-4285-PW-01682(0)  
**Application Type:** Subgrant Application (PW)

Bundle Reference # (Amendment #)	Date Awarded

### **Subgrant Application - FEMA Form 90-91**

**Note:** The Effective Cost Share for this application is 75%

FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET					
DISASTER		PROJECT NO.	PA ID NO.	DATE	CATEGORY
FEMA	4285	-	DR	-NC	2-B1969
APPLICANT: BERTIE (COUNTY)		015-99015-00	08-30-2017		B
WORK COMPLETE AS OF:		08-30-2017 : 50 %			
Site 1 of 1					
DAMAGED FACILITY:			COUNTY: Bertie		
Lawrence Memorial Public Library					
LOCATION:				LATITUDE:	LONGITUDE:
Current Version: Lawrence Memorial Public Library 111 Hwy 13 Bypass North Windsor, NC 27983 GPS: 36.007943, -76.955902				36.007943	-76.955902
DAMAGE DESCRIPTION AND DIMENSIONS:					
<p>Current Version:  During the incident period of October 4th through October 24th, 2016, Hurricane Matthew entered the southern border of North Carolina and traveled north causing widespread torrential rainfall, hurricane force winds, record level tidal action and extensive flooding throughout Central and Eastern North Carolina counties which included Bertie County, specifically the Lawrence Memorial Public Library. The impact of Hurricane Matthew resulted in an immediate threat to life, public health, safety and property throughout Bertie County.</p> <p>Hurricane Matthew caused the Cashie River to rise pushing approximately 5 feet of flood water into the community. As a result of the rising river, the Lawrence Memorial Public Library sustained major damage to the ceilings, walls, carpets, tiles, fixtures, furniture, supplies, books, windows and doors. Due to repeated flooding and located in floodplain the proposal to relocate the library in the same building was withdrawn.</p> <p>Hurricane Matthew brought devastating flooding, strong winds, and moderate to major storm surges to the coast of Eastern North Carolina. Because of the damages incurred, The Lawrence Memorial Public Library measuring approximately 7,000 square feet and currently in the floodplain, have to temporarily relocate their operations facility to a rented space described as the easternmost rental space of the Food Lion shopping center which is approximately 4,680 square feet and located at 111 Highway 13 Bypass North, Windsor, NC.</p>					

The Bertie County Lawrence Memorial Public Library provides essential services to the community. Because the library was previously housed in a facility that has since been deemed unsafe to be occupied in future, the library is eligible for relocation of their operations facility according to the Stafford Act, Section 403 (a), (3), (D) – provision of temporary facilities for schools and other essential community services.

The property, temporarily leased for three years by the Lawrence Memorial Public Library from Windsor Square, LLC, at \$2,500.00 per month is listed in the deed at Book 693, Page 238 in the Office of the Bertie County Register of Deeds.

Having sustained significant flood damages to the ceilings, walls, carpets, tiles fixtures, furniture, supplies, hardware, books, windows and doors of their previous 7,000 square feet building, the Applicant is claiming the the cost of relocation including:

**Work to be Completed**

Furniture and Supplies - (Please see attached list for further details)

All ceilings, walls, carpets, tiles fixtures, furniture, supplies, hardware, books, windows and doors to be modified to suit the needs of library.

Book Returns (1) 53 ¼" x 24" x 37 ¼"

Mobile Computer Workstations

Standup Work Stations (2)

Laptop Stands

Access Stations 24" D (1)

Access Stations 30" D (5)

High-capacity Book Spinners (1)

Community Matte Chairs (4)

Double Mobile Computer Desks (2)

Mobile Feature Islands (1) 60" x 48" x 24"

Mobile Feature Islands (1) 8" x 22" x .5"

Sign Holders for Mobile Feature Islands

Boss Task Stools (1)

Costco 6 ft. Centerfold Blow Molded Folding Tables (2)

Whirlpool 18.7 cubic feet Refrigerator (1)

11-Drawer Microfilm Cabinets (1) 51 5/8" x 25" x 28 5/8"

Community Lincoln Tables & Addison Chair Sets (2) 48" diameter

Wooden Mallet Dakota Wave Big & Tall Chair (1) 33.5" x 21.2" x 23 ¼"

Wooden Mallet Dakota Wave Chair with Arms (2) 33.5" x 30" x 23 ¼"

Wooden Mallet Coffee Table (1) 21" x 46.5" x 20 ¾"

Sandusky Lee 4 Drawer Lateral Filing Cabinet (1) 54" x 42" x 19 ¼"

**Work to be Completed**

**Contracts**

1) Three (3) Honeywell 8,000 Thermostats & service 3 heat pumps were to be installed.

2) The front building sign, circuits, photocells and receptacles in the center post for the computer area as well as the ballasts and lamps in multiple fluorescent fixtures.

3) Ten (10) CAT5e Jacks/Wiring and 1 Door Locking System/Wiring.

**SCOPE OF WORK:**

Current Version:  
Work to be Completed

**Furniture and Supplies - (Please see attached list for further details)**

The Applicant intends to repair, refit and install all ceilings, walls and carpets, tiles fixtures, furniture, supplies, hardware, books, windows and doors.

Replace damaged book returns (1) 53 ¼" x 24" x 37 ¼" at a cost of \$3,667.00 each = \$3,667.00

Install Opac Euroflex stand-up workstations (2) 44.5" x 29.5" x 19 5/8" at a cost of \$269.99 each = \$539.98

Install access stations 24" D (1) 22" x 32" x 72" at a cost of \$609.00 each = \$609.00

Install access stations 30" D (5) 22" x 32" x 84" at a cost of \$744.00 each = \$3,720.00

Install high-capacity book spinners (1) 57" x 24" x 24" at a cost of \$879.99 each = \$879.99

Install community matte chairs (4) 29" x 15" x 15" at a cost of \$199.99 each = \$799.96

Install double mobile computer desks (2) at a cost of \$238.99 each = \$477.98

Install mobile feature islands book display (1) 60" x 48" x 24" at a cost of \$1,269.99 each = \$1,269.99

Install mobile feature islands sign holders (1) 8" x 22" x ¼" at a cost of \$54.99 each = \$54.99

Install boss task stools (1) 39-44" x 25" x 20.5" at a cost of \$149.99 each = \$149.99

Install cosco 6 ft. centerfold blow molded folding tables (2) at a cost of \$68.89 each = \$137.78

Replace Whirlpool 18.7 cubic feet bottom freezer refrigerator (1) at a cost of \$899.00 each = \$899.00

Replace 11-drawer microfilm cabinets (1) 51 5/8" x 25" x 28 5/8" at a cost of \$2,539.99

Install community Lincoln tables & Addison chair sets (2) 48" diameter at a cost of \$1,349.99 each = \$2,699.98

Install Wooden Mallet Dakota Wave Big & Tall Chair (1) 33.5" x 21.5" x 23 ¼" at a cost of \$169.99 each = \$169.99

Replace Wooden Mallet Dakota Wave Chair with Arms (2) 33.5" x 30" x 23 ¼" at a cost of \$259.99 each = \$519.98

Replace Wooden Mallet Coffee Table (1) 21" x 46.5" x 20 ¼" at a cost of \$359.99 each = \$359.99

Install Sandusky Lee 4 drawer lateral filing cabinet (1) 54" x 42" x 19 ¼" at a cost of \$624.99 each = \$624.99

**Total Estimated Costs for Furniture and Supplies Replacement = \$20,119.59**

**Contracts**

1) Bertie Electric Heating and A/C, 2237 US Hwy 17 N, Merry Hill, NC 27957, (252) 482-1702: The Applicant intends to utilize this contractor to install 3 Honeywell 8,000 Thermostats & service 3 heat pumps at the new library in Windsor Square at an estimated cost of \$1,200.00

2) Jernigan Electrical Service Co., 252 Mt. Olive Road, Windsor, NC 27983, (252) 348-2750: The Applicant intends to utilize this contractor to wire in a new front building sign adding a time clock, new circuits and photocell as needed. Install new receptacles in center post for computer area. Change ballasts and lamps in multiple fluorescent fixtures and retrofit to accept new energy efficient T-8 lamps and ballasts. Remove and replace receptacles as needed at an estimated cost of \$4,800.00

3) Bertie Information Technology Center, 106 Dundee Street, Windsor, NC 27983, (252) 794-5325: The Applicant intends to utilize this contractor to install 10 CAT5e Jacks/Wiring and 1 Door Locking System/Wiring at an estimated cost of \$6,000.00

**Total Estimated Contract Costs for Work to be Completed = \$12,000.00**

**Total Work to be Completed Cost: \$32,119.59**

**Work Completed**

**Contracts**

1) Dunlow's Carpet Service 144 West Askewville Road, Windsor, NC 27983 (252) 794-3613: Replace all carpets and tiles at a cost of \$13,596.07 (Please see attached Invoices and Checks)

2) Michel Bond P. O. Box 211, Windsor, NC 27983: Repaired all walls, windows and doors at a cost of \$6,384.00 (Please see attached Invoices and Checks)

3) Windsor Square, LLC, located at P. O. Box 8699, Greenville, NC 27835 (252) 946-9219: Landlord/Rent at a cost of \$2,500.00 per month (Please see attached lease and Check) for 12 months = \$30,000.00

4) Williamston Glass & Mirror, Inc. 403 Washington Street, Williamston, NC 27892: Replaced all glass windows in the interior offices at a

cost of \$850.00  
 (Please see attached Invoices and Check)

Total Contract Services for Work Completed = \$50,830.07

**Materials:**

1) W. H. Basnight & Co. Inc. P. O. Box 1365, Ahoskie, NC 27910 (252) 332-3131: Replaced building supplies and hardware at a cost of \$75.52 (Please see attached Invoice and Check)

2) The Sherwin-Williams Co. 719 Memorial Drive E, Ahoskie, NC 27910 (252) 332-3504: Paint and primer at a cost of \$481.61 (Please see attached Invoices, Receipts and Checks)

Total Materials: \$557.13

Total Costs for Work Completed \$51,387.20

Total Project Costs = \$83,506.79

**PROJECT NOTES:**

1. **DIRECT ADMINISTRATIVE COSTS:** The sub-grantee is not requesting direct administrative costs that are directly chargeable to this specific project. Associated eligible work is related to administration of this PA project only and in accordance with 44 CFR §13.22. These costs are treated consistently and uniformly as direct costs in all Federal awards and other sub-grantee activities and are not included in any approved indirect cost rates.

2. **HAZARD MITIGATION PROPOSAL:** No measure has been considered and is Not Applicable. No further action is required for the HMP.

3. **PROCUREMENT:** The Sub recipient was advised by FEMA PAC and/or Project Specialist that in the seeking of proposals and letting of contracts for eligible work, the Sub-grantee must comply with its Local, State and/or Federal procurement laws, regulations, and procedures as required by 2 CFR 317-326. The sub-grantee uses the City Procurement Policies for purchasing. (Please see attached policy under cost estimate).

4. **RECORD RETENTION:** As described in 2 CFR 200.33 the Sub-grantee must maintain all work-related records for a period of three (3) years from Sub-grantee closure (final payment), all records relative this project worksheet are subject to examination and audit by the State, FEMA and the Comptroller General of the United States and must reflect work related to disaster specific costs.

5. **PERMITS:** Federal Funding is contingent upon acquiring all necessary Federal, State and Local permits. Noncompliance with this requirement may jeopardize the receipt of federal funds. The Sub-grantee is responsible for obtaining all required permits prior to the commencement of work.

6. **ENVIRONMENTAL AND HISTORIC PRESERVATION:** The Sub-grantee must comply with all applicable environmental and historic preservation laws. Federal funding is contingent upon acquiring all necessary Federal, State and Local permits. Noncompliance with this requirement may jeopardize the receipt of federal funds.

7. **CHANGES TO SCOPE OF WORK DESCRIBED IN THIS PW/SA (SUBGRANT APPLICATION):** The Sub-grantee shall comply with all applicable codes and standards in the completion of eligible work to repair or replace damaged public facilities. Any change to the approved scope of work on a Project Worksheet (PW/SA) must be reported and approved before work begins. Failure to report changes may jeopardize Federal and State funding. In the case of a change in scope of work, the applicant should immediately notify, North Carolina Division of Emergency Management prior to starting work.



8. **INSURANCE REVIEW:** The Sub-grantee is aware that all projects are subject to an insurance review as stated in 44 C.F.R. Sections 206.252 and 206.253. If applicable, an insurance determination will be made either as anticipated proceeds or actual proceeds in accordance with the Sub-grantee's insurance policy which may affect the total amount of the project. Approval of this project may result in an obtain/maintain insurance requirement. The Sub-grantee must comply with insurance reviewer terms and conditions upon receipt of sub-grant from the State. The sub-grantee only has liability insurance. (Please see attached letter under cost estimate).

9. **LABOR:** The Sub-grantee will utilize estimated force account labor, estimated force account equipment and estimated force account materials for completion of these projects.

Does the Scope of Work change the pre-disaster conditions at the site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Special Considerations included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hazard Mitigation proposal included? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Is there insurance coverage on this facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**PROJECT COST**

ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
		*** Version 0 ***			
		Work Completed			
1	9888	Site 1 Lawrence Memorial Public Library Work Completed	1/LS	\$ 51,387.20	\$ 51,387.20

Work To Be Completed					
2	9888	Site 1 Lawrence Memorial Public Library Work To Be Completed	1/LS	\$ 32,119.59	\$ 32,119.59
				<b>TOTAL COST</b>	\$ 83,506.79
PREPARED BY Ruth and Phyllis Louis and Palmer			TITLE Public Assistance Project Specialists	SIGNATURE 	
APPLICANT REP. William Roberson			TITLE Finance Officer	SIGNATURE 	

BERTIE (COUNTY) : PA-04-NC-4285-PW-01682					
Conditions Information					
Review Name	Condition Type	Condition Name	Description	Monitored	Status
No Conditions					

Internal Comments				
No.	Queue	User	Date/Time	Reviewer Comments
No Comments				



# Bertie County Emergency Services

Mitchell Cooper,  
Emergency Services Director  
PO Box 530  
Windsor, NC 27963  
(252) 794-5303  
Fax: (252) 794-5327  
Email: [mitch.cooper@bertie.nc.gov](mailto:mitch.cooper@bertie.nc.gov)  
Website: [www.co.bertie.nc.us](http://www.co.bertie.nc.us)

4/13/2017

Dear Mr. Stanton and Ms. Turner:

This correspondence is to request consideration for a time extension submitted by Bertie County Library for FEMA-PA-4285. The time extension is necessary for us to start, and complete, a temporary facility (Category B) project. This project will need a 12-month time extension because of the need to acquire or erect a permanent structure will go beyond April 14, 2017 and this extension allows us the time to ensure our temporary County Library facility is completed properly to ensure we can best serve our communities. We have, only in the past four weeks, been able to begin the legal process to obtain a lease for a temporary space in our local strip mall.

Thank you in advance for your consideration, we are diligently working with officials to work towards a permanent location for the library. The library is a critical facility to our community to provide internet access and research capabilities to our citizens and students. With Bertie County being the poorest socioeconomic County, the library is a vital part of our community.

Sincerely,

Mitch Cooper  
Emergency Services Director



Bertie County 8-21-17									
Applicant	PW #	Cat	Description	100% Amount	Date Obligated	Status	Comment		
Bertie County	535	B	Temporary EMS	\$ 284,299.39	6/19/2017				
	554	A	Debris Removal	\$ 33,760.56	4/18/2017	Paid	6/2/2017		
	621	B	Emergency Pro Measures	\$ 49,140.02	4/18/2017	Paid	4/26/2017		
	713	C	Roads	\$ 5,700.00	4/27/2017	Paid	5/15/2017		
	731	E	Facilities	\$ 39,183.98					
				\$ 412,083.95		Paid to Applicant	\$ 88,600.58		
Aulander	665	A	Debris Removal	\$ 7,662.29	4/18/2017	Paid	5/2/2017		
	711	E	Facilities	\$ 26,012.18	5/8/2017	Paid	5/10/2017		
				\$ 33,674.47		Paid to Applicant	\$ 33,674.47		
Colerain	846	A	Debris Removal	\$ 4,554.93	5/8/2017	Paid	5/10/2017		
	846(1)	A	Debris Removal	\$ 878.10	6/9/2017	Requested			
	1273	B	Emergency Protective Measures	\$ 7,134.88	6/27/2017	Paid	7/7/19/17		
				\$ 12,567.91		Paid To Applicant	\$ 11,689.81		
Windsor	706	B	Emergency Protective Measures	\$ 39,857.61	4/28/2017	Paid	5/15/2017		
	818	A	Debris Removal	\$ 42,261.56	4/28/2017	Paid	5/15/2017		
	819	A	Debris Removal	\$ 15,240.79	4/28/2017	Paid	5/15/2017		
	1005	D	Water Control Facility	\$ 3,971.91	6/7/2017	Paid	6/20/2017		
	1265	F	Public Utilities	\$ 41,632.93	7/25/2017				
	1283	E	Public Building Repair	\$ 16,935.87	7/25/2017				
	1286	F	Roads & Bridges	\$ 126,690.37	8/8/2017	Requested			
	1401	F	Storm Drains	\$ 61,075.17	7/25/2017	Requested			
	1460	E	Community Building	\$ 121,023.79					
	1524	G	Waterfront	\$ 48,643.52	8/18/2007				
	1583	F	Ghent Street Storm Drain	\$ 232,107.00					
	1590	C	Culvert Shoulder Erosion	\$ 23,750.00					
				\$ 773,190.52					
						Paid to Applicant	\$ 101,331.87		
			<b>Total PWs</b>	\$ 1,231,516.85					
			<b>Total Obligated as of 7/31/17</b>	\$ 753,498.81					
			<b>Total Paid as of 7/31/17</b>	\$ 235,296.73					

# Bertie County Board of Commissioners



September 18, 2017  
**4:00 PM**

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

**BERTIE COUNTY BOARD OF COMMISSIONERS**  
**September 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.*

**12:30 – 3:45 – Afternoon Work Session**

- Lunch with ECU’s Dr. Stan Riggs and presentation of next phase flood prevention options, Z. Smith Reynolds grant and local funding from Town and County of \$50,000 each
- Dr. Paige Viren – discuss potential recommendations for the draft countywide recreation comprehensive plan
- Review responses to RFQ for Golden Leaf project and schedule design team interview for 2<sup>nd</sup> or 3<sup>rd</sup> week of September
- County Manager’s review of latest FEMA reports and other projects

**4:00-4:05** Call to Order and Welcome by Chairman Trent

**4:05-4:15** Invocation and Pledge of Allegiance by Commissioner Wesson

**4:15-4:25** Public Comments (3 minute time limit per speaker)

(A)  
**\*\*\* APPOINTMENTS \*\*\***

**4:25 – 4:35** (1) Scholarship award and check presentation for Sandrika Freeman by Vice Chairman Ernestine Bazemore on behalf of the NC Association of Black County Officials

**4:35 – 4:45** (2) Roanoke-Chowan Community College update on search for new President

**4:55 – 5:05** (3) Poverty initiative – review program concept and proposed timetable by former Commissioner Patricia Ferguson

**4:45 – 4:55** (4) OPIOID program outreach initiative with Albemarle Regional Health Services

**4:55 – 5:05** (5) Holland Consulting introduces the Disaster Recovery Grant Act and funding requirements and HMPG updates

**5:05 – 5:15**(6) Library Update by Jennifer Patterson, Albemarle Regional Library Director, and Nancy Hughes, Branch Manager

**Board Appointments (B)**

1. Nursing Home/Adult Care CAC Board

**Consent Agenda (C)**

1. Approve Minutes for Work Session 8-7-17
2. Approve Minutes for Regular Session 8-7-17
3. Approve Minutes for Closed Session 8-7-17
4. Approve Minutes for Governors Visit 6-20-17
5. Register of Deeds Fees Report – August 2017
6. Budget Amendment(s)
7. Approve proposed 2018 Commissioners meeting schedule, approve NC State Holidays

8. Senior Center General-Purpose Funding FY2017-2018
9. Tax Release Journal
10. Approve contract renewal with MAXIMUS, to perform annual cost allocation reporting for DSS
11. Resolutions for submission of grant applications authorized by the Board of Commissioners on February 6, 2017 for Water District I and III. Applications are now complete.

**\*\*\*OTHER ITEMS\*\*\***

**Discussion Agenda (D)**

1. Middle Income Housing Initiative - deferred
2. September 30<sup>th</sup> Town Hall meeting – review proposed presentation items, schedule, and potential speakers and program focus

**Commissioners’ Reports (E)**

**County Manager’s Reports (F)**

**County Attorney’s Reports (G)**

**Public Comments Continued**

**Closed Session**

**Adjourn**



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** September 18, 2017

**AGENDA ITEM:** A-1

**DEPARTMENT:** Governing Body

**SUBJECT:** Scholarship award and check presentation for Sandrika Freeman by Vice Chairman Ernestine Bazemore

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** ---

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

**ATTACHMENTS:** No

**LEGAL REVIEW PENDING:**

**ITEM HISTORY:** ---



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** September 18, 2017

**AGENDA ITEM:** A-2

**DEPARTMENT:** Governing Body

**SUBJECT:** Roanoke-Chowan Community College update on search for new President

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** FYI only.

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

**ATTACHMENTS:** No

**LEGAL REVIEW PENDING:**

**ITEM HISTORY:** ---



# **Bertie County**

**Board of Commissioners**

## **ITEM ABSTRACT**

**MEETING DATE:** September 18, 2017

**AGENDA ITEM:** A-3

**DEPARTMENT:**

**SUBJECT:** Poverty initiative – review program concept and proposed timetable by former Commissioner Patricia Ferguson

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:**

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

- Review and discuss draft program outline
- Consider and approve resolution in support of NACo's Rural Impact County Challenge

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:**

**ITEM HISTORY:** ---



## 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.

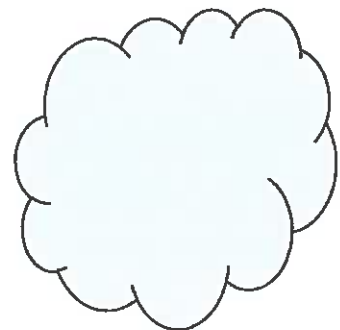
1) PROJECTS ON THE “GO” – Goal is to infuse the work of the Commission with “THINK TANK” capabilities – GREEN PAPER FIELDS – providing research and advocacy for new and emerging work around poverty consistent with the work of the Commission and presenting that critical work, to the board of commissioners 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:

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Name:  
Title:

1



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** September 18, 2017

**AGENDA ITEM:** A-4

**DEPARTMENT:** Governing Body

**SUBJECT:** OPIOID program outreach initiative with Albemarle Regional Health Services

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** FYI only.

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

**ATTACHMENTS:** No

**LEGAL REVIEW PENDING:**

**ITEM HISTORY:** ---



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** September 18, 2017

**AGENDA ITEM:** A-5

**DEPARTMENT:** Governing Body

**SUBJECT:** Holland Consulting introduces the Disaster Recovery Grant Act and funding requirements and HMPG updates

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:**

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

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:**

**ITEM HISTORY:** ---





# North Carolina Department of Public Safety

## Emergency Management

Roy Cooper, Governor  
Erik A. Hooks, Secretary

Michael A. Sprayberry, Director

August 15<sup>th</sup>, 2017

Ladies and Gentlemen,

The Disaster Recovery Act of 2017 provided the North Carolina Division of Emergency Management (NCEM) with \$20,000,000. Of this funding, \$10,000,000 has been allocated for a grant program that is specifically targeted to the following Counties: **Bertie, Bladen, Columbus, Dare, Duplin, Harnett, Johnston, Lenoir, Pender, Pitt and Sampson.**

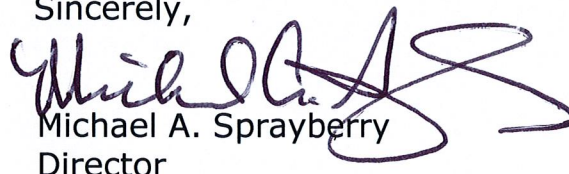
This funding is available and eligible for a range of housing activities to include homeowner rehabilitation, homeowner reconstruction, housing elevation and homeowner occupied manufactured housing. Please see the enclosed application for all eligible activities. The maximum grant award for your County is limited to \$1 million dollars.

The application is due back to NCEM Emergency Management no later than **3:00 PM Friday, September 15th, 2017.** You may submit via email to [Michele.grant@ncdps.gov](mailto:Michele.grant@ncdps.gov) or via mail to North Carolina Emergency Management, Attention: Michele Grant, NCEM CDBG-DR Senior Advisor, 4218 Mail Service Center, Raleigh, NC 27699-4218.

The application guidelines cover eligibility criteria, household income targeting and program limitations. These are not CDBG-DR funds, but all State statutes and requirements must be adhered to and will become part of the executed grant agreement.

Please feel free to contact Michele Grant, NCEM CDBG-DR Senior Advisor, at 919 825-2578 if you have additional questions. As always, thanks for your outstanding support of NCEM!

Sincerely,



Michael A. Sprayberry  
Director

**MAILING ADDRESS:**  
4236 Mail Service Center  
Raleigh NC 27699-4236  
[www.ncdps.gov](http://www.ncdps.gov)  
[www.readync.org](http://www.readync.org)



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Fax: (919) 825-2685

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**State of North Carolina**  
**Disaster Recovery Act of 2017**  
**Housing Recovery**  
**Funding Application and Guidelines**

**North Carolina Department of Public Safety**

**Division of Emergency Management**

**August 15, 2017**



## DRA FY 2017 Application and Guidelines

### Application Checklist

#### Application Submission Requirements and Process Adherence

- a. Applicant must be a County entity.
- b. Applicants must submit three (3) complete originals of the application.
- c. Application Summary Form and all forms requiring official signatures must appear in all submittals and have the original signature of the chief elected official or other documented authorized certifying officer.
- d. Applications must be physically received at NCEM by 3:00 pm on Friday, September 15, 2017.
- e. Application must include the following maps:
  - i. Location Map showing the applicant's jurisdiction.
  - ii. Project Map must include the location of all project activities.
  - iii. Low-Moderate Income Map must illustrate the distribution/concentration of low-moderate income persons in the jurisdiction.
- f. Community Impact Statement.
- g. General Application Form.
- h. Project Narrative and Implementation Plan.
- i. Project Budget.
- j. Activities Implementation Schedule.

## DRA FY 2017 Application and Guidelines

### ***Program Objectives***

The North Carolina Department of Public Safety – Division of Emergency Management will make available a total of \$10 million for the purpose of housing recovery efforts. These funds were appropriated by the North Carolina General Assembly Session Law 2017-119 Senate Bill 338 to address unmet housing needs from Hurricane Matthew resulting in significant damage throughout eastern North Carolina. The funds will be provided through a competitive process with priority going to proposals that rehabilitate damaged properties primarily occupied by low and moderate income households. Funding may also be used for housing reconstruction, housing elevation; small rental rehabilitation, construction of new housing units and infrastructure projects that support the housing activity.

These are not CDBG-DR funds, so many of the CDBG restrictions will not be applicable under this program, thereby allowing greater flexibility for local governments to expedite their recovery efforts. NCEM will maintain low – moderate income targeting, all State procurement standards and regulations; Women/Minority Business outreach and participation goals. State environmental guidelines and processes will be required as well.

### ***Eligible Recipients***

The following counties are eligible to apply for funding under this application: **Bertie, Bladen, Columbus, Dare, Duplin, Harnett, Johnston, Lenoir, Pender, Pitt, and Sampson.**

All applicants must be a unit of local government and must meet a specific level of readiness to proceed with project activities by submitting an applicant documenting minimum expectations pertaining to the application process, submission requirements and program requirements. NCEM will not consider any application for competition if one or more of the following requirements are not met:

- Application must be physically received by NCEM by the deadline (NLT September 15, 2017 at 3 PM) ;
- The Application Summary form must be complete and signed by the chief elected official or other documented certifying officer;
- All required attachments must be included in the application;
- The proposed activity must be as a result of damages sustained by Hurricane Matthew in October, 2016.

The eligible county is the Lead Entity to receive funds under this application and is required to work with all interested municipalities within the county. The county and interested municipalities are to determine how DRA 17 funds are to be distributed within the county. If the county is not interested in participating in the DRA 17 program, they are to provide written notification to the other municipalities within their county of their intention. A municipality within the county may become the Lead Entity and

receive funds. In becoming the applicant of record, the municipality will be responsible for implementation countywide. Each applicant is required to certify that it possesses legal authority to carry out the proposed activity and to certify.

### ***Local Government Roles and Responsibilities***

As the applicant, the Lead Entity is responsible as follows:

**Management and Oversight:** The elected officials are legally, financially, contractually and programmatic responsible for the project. The local government is responsible to the State of North Carolina even if they have a contract administrator or sub-recipient relationship.

**Financial Management:** The local government must ensure proper accounting of funds in order to avoid disallowed costs. This includes accurate identification of project costs and cash balances and proper internal controls.

**Statement of Assurances and Certifications:** The local government elected officials and administrators should read and understand these documents and the implementation obligations.

**Grant Agreement:** If awarded, the local government will receive a grant agreement and funding approval from the State. These documents are contractually binding and cannot be changed without State approval.

### ***Submission Date***

All applications must be submitted to the NC Division of Emergency Management by 3:00 pm on September 15, 2017. Applications can be submitted via email or mail at:

Email: [Michele.grant@ncdps.gov](mailto:Michele.grant@ncdps.gov)

Mailing Address: North Carolina Emergency Management  
Attention: Michele Grant, NCEM CDBG-DR Senior Advisor  
4218 Mail Service Center  
Raleigh, NC 27699-4218

Street Address: 4105 Reedy Creek Road, Raleigh, NC 27607. Phone # 919/825-2578

### ***Eligible Activities***

All activities must be related to recovery efforts from the October 2016 disaster in the following areas:

- Homeowner Rehabilitation
- Homeowner Reconstruction
- Housing Elevation
- Small Rental Rehabilitation
- Temporary Rental Assistance
- Homeowner Housing Reimbursement
- Flood Insurance Premiums

- Infrastructure (water/sewer/drainage) related to Housing Activities

### ***Income Targeting***

All projects must benefit households with incomes that are below 80% of the median income for the jurisdiction. This information may be obtained from the HUD website at [www.huduser.gov/portal/datasets](http://www.huduser.gov/portal/datasets) or contacting NCEM at 919/825-2578. All applications for assistance will need to document eligibility for program assistance.

### ***Project Funding Cap***

The maximum grant award is limited to **\$1,000,000**.

### ***Citizen Engagement and Participation***

Citizen Participation and meetings on the use of these dollars should be held to provide input and feedback on the county's participation in the program. Applicants should describe its citizen engagement process by documenting in their application that they are following a written citizen participation plan that provides for access to information and participation in program activities. This process should include how citizens are involved from the planning phase through the implementation period and at the close-out of the grant.

### ***Budget Summary and Project Schedule***

Each applicant is to indicate the amount of funding applied for and any other sources of revenue anticipated to carry out the project activity. All funds will be expended over a 30 month period or less. Applicants must secure building permits and sign repair contracts within 18 months of award.

### ***Eligible Activities***

DRA 17 funds is a rehabilitation program targeted toward low and moderate income owner occupied households, therefore all activities must benefit persons with incomes at or below 80% of the area median income. Owner properties that are designated as real property whether stick built, manufactured after 1978 or modular housing may be rehabilitated in this program. Although rehabilitation is the primary objective for funding, if the county determines that rehabilitation is not feasible then clearance and relocation is an option. The funding cap per activity is \$50,000 per structure with the exception of manufactured homes.

#### ***1. Single-Family Homeowner Rehabilitation***

DRA 17 funds may be used for assisting low and moderate income households with documented unmet needs as a result of the October 2016 Flood. Program costs are limited to up to \$50,000 per structure with damages totaling less than 75% of its pre-disaster value.

## **2. *Single-Family Homeowner Housing Reconstruction***

DRA 17 funds may be used for reconstructing a home on the existing lot for low and moderate income households. Up to \$50,000 per structure to rebuild homes with damages totaling less than 75% of its pre-disaster value.

## **3. *Mobile Home Repair***

DRA 17 funds may be used to repair mobile home units not exceeding \$15,000 per applicant for homes with damages not totaling less than 51% of its pre-disaster value. Manufactured homes must have been converted into real property (according to G.S. 105-273 paragraph 13) that is owned and occupied by the homeowner prior to selection.

## **5. *Rental Property Rehabilitation***

DRA 17 funds may be used for assisting low and moderate income Small Rental Properties with documented unmet needs as a result of the October, 2016 Flood. Small Rental Properties may be single-family, duplexes, triplexes or multi-family units containing less than 10 units. Rehab costs is limited to \$30,000 per structure. Owner must commit to rental rates that serve low/moderate families earning up to 80% of the median income for a 5 year period.

## **6. *Housing Repair Reimbursement***

DRA 17 funds may be used to reimburse eligible expenses up to \$25,000 for out of pocket expenses to clean and repair homes following the disaster. All costs must be verified through receipts and other documents.

## **7. *Temporary Rental Assistance***

Program funds may be used to cover up to \$10,000 per applicant to households who have been unable to reenter their homes due to unrepaired damages or the need for replacement. If the work to be done on the home will displace the homeowner, the TRA funds will be utilized to provide temporary relocation.

## **8. *Flood Insurance Assistance***

Up to \$2,000 per household may be used for a maximum of two years for low and moderate income homeowners that are located in a 100 year flood plain.

## ***9. Infrastructure Improvements***

Installation of public infrastructure that supports housing activities may include water and sewer connections to connect or hook up to existing public water and or sewer lines. Other infrastructure improvements may include drainage improvements and curb and gutter installation.

### ***Community Impact Narrative:***

Your proposal should include a narrative statement to substantiate the magnitude of the problem to be addressed and how this project and funding relates to other funding priorities, services and the community's ability to maintain the project.

# SECTION 1. General Application Form

## A. Applicant Information

<b>1. Applicant's Name</b>		<b>2. Date</b>
a. Mailing Address		_____ Original dated: _____ Amendment Dated:
b. City and Zip Code		
c. County		
d. Contact Person		
e. Telephone Number		
f. Fax Number		
g. Email Address		
h. DUN'S Number		
<b>3. Preparer's Name</b>	<b>Project or Activity Name</b>	<b>DRA 17 Funds Requested</b>
a. Firm's Name		\$
b. Mailing Address		\$
c. City and Zip Code		\$
d. Email Address		\$
e. Telephone Number		\$
f. Fax Number		\$
	Total:	\$
<b>Congressional District</b> _____	<b>NC Senate District</b> _____	<b>NC House District</b> _____

## SECTION 2. Project Narrative and Implementation Plan

***Provide a brief narrative of your proposed activities and timeline for project completion***

1. Describe briefly the roles and functions the lead local government will play in the implementation of the DRA 17 housing program.
2. List the names of the lead government staff providing direct oversight of the DRA 17 funding.
3. Describe how eligible applicants will be selected for program activities.
4. Identify how you will manage the construction process including your construction payment procedures and the inspection process.
5. List your planned schedule of production. Include an estimate of how many households you plan to assist given your budget.
6. Describe how you will track the receipt and expenditures of DRA 17 funds.



## SECTION 3. Project Budget

Budget Summary of Project Proposals

Name of Applicant \_\_\_\_\_

<b>DRA 17 Grant Amount Requested</b>			\$
<b>Other Funding Sources</b>			\$
<b>Total Project Resources</b>			\$
Activity	DRA 17 Funding	Other Funding (Identify)	Total Project Costs
1. Rehabilitation/Elevation – Single Family Units			
2. Reconstruction – Single Family Units			
3. Rehabilitation – Manufactured Housing			
4. Acquisition of Single Family Units			
5. Temporary Rental Assistance			
6. Housing Repair Reimbursement Costs			
7. Rehabilitation – Small Rental Repair			
8. Flood Insurance Premiums			
9. Infrastructure Improvement –Tied to Housing Rehabilitation			
10. Total	\$	\$	\$

**Activities Implementation Schedule**

Name of Applicant:

Month 1 begins as of the date of NCEM Director’s signature on the Grant Agreement and Funding Approval.

List activities to be implemented and put an “X” in the columns for the beginning and ending months and connect with a straight line. Activities should correspond to those in your proposed budget.

**You may include additional sheets. Time Limit to complete all activities is 30 months.**

Activities	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
1. Grant Agreement																									
2. Applicant In-Take																									
3. Specs Developed																									
4. Construction Permits																									
5. Construction Contracts Executed																									
6. Construction Time Line																									
7. Other																									
Closeout of Grant																									

**Certification by the Chief Elected Official**

- a) I certify that to the best of my knowledge and belief:
  - 1) Data in this application is true and correct,
  - 2) Opportunities have been provided for citizen participation and access to information concerning the proposed activities;
  - 3) This document has been duly authorized by the governing body of the applicant and the applicant will comply with attached certifications and state standards if the assistance is approved.
- b) I acknowledge that, if funded, this application is part of the Grant Agreement.

c) Type Name of Chief Elected Official	
d) Type Title	
e) Signature	
f) Type Date	

NCEM Use Only	
Date Received:	Application Number:

## County Certification as Lead Agency

By signing below, I certify that \_\_\_\_\_ County has allowed all interested municipalities to participate in the planning and development of the DRA 17 Funding Application. As the lead agency \_\_\_\_\_ County will continue to include all interested municipalities as full and active partners in all activities relating to this project.

\_\_\_\_\_

Signature of Chairman or Chief  
Administrative Officer

\_\_\_\_\_

Date

**THIS PAGE WAS INTENTIONALLY LEFT BLANK.**

**From:** Winstead, Sharon [<mailto:Sharon.Winstead@ncdps.gov>]  
**Sent:** Wednesday, August 30, 2017 5:36 PM  
**To:** Chris Hilbert <[chilbert@hcplanning.com](mailto:chilbert@hcplanning.com)>; 'Allen Castelloe' <[windsor.admin@mchsi.com](mailto:windsor.admin@mchsi.com)>  
**Cc:** Scott Sauer <[scott.sauer@bertie.nc.gov](mailto:scott.sauer@bertie.nc.gov)>; Cooley-Godwin, Deborah (NCEM) <[Deborah.Cooley-Godwin@ncdps.gov](mailto:Deborah.Cooley-Godwin@ncdps.gov)>  
**Subject:** RE: Windsor List

Allen and Chris,

Let us look at your priority list to determine if the MHP is viable and if selected it can remain within Windsor's allocation. The acquisition of the MHP will require Uniform Relocation Assistance (URA) for the tenants of those units. URA relocation benefits to the displaced tenants include moving expenses, replacement housing rental payments and relocation assistance advisory services. The amount of assistance is provided in 49 CFR Part 24 Subpart E.

If the MHP is chosen the owner needs to complete a PSI for entire parcel. Let me know if there are additional questions. Thanks.

*Thanks! Have a great day!*

*Sharon A. Winstead*  
Hazard Mitigation Supervisor  
North Carolina Department of Public Safety  
Emergency Management  
4238 Mail Service Center, Raleigh, NC 27699-4238 (mailing address)  
4105 Reedy Creek Road, Raleigh, NC 27607-6410 (physical address)  
919-825-2356 (office)  
[Sharon.winstead@ncdps.gov](mailto:Sharon.winstead@ncdps.gov)



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**From:** Chris Hilbert [<mailto:chilbert@hcplanning.com>]  
**Sent:** Wednesday, August 30, 2017 3:39 PM  
**To:** Winstead, Sharon <[Sharon.Winstead@ncdps.gov](mailto:Sharon.Winstead@ncdps.gov)>; 'Allen Castelloe' <[windsor.admin@mchsi.com](mailto:windsor.admin@mchsi.com)>; Cooley-Godwin, Deborah <[Deborah.Cooley-Godwin@ncdps.gov](mailto:Deborah.Cooley-Godwin@ncdps.gov)>  
**Cc:** [scott.sauer@bertie.nc.gov](mailto:scott.sauer@bertie.nc.gov); Burk, Nicholas <[Nicholas.Burk@ncdps.gov](mailto:Nicholas.Burk@ncdps.gov)>  
**Subject:** RE: Windsor List

Hi Sharon,

Since I put together the application for the Town/County, I thought I could add some insight...

1. **The 13 mobile homes are all on one parcel, but were split up 13 different ways on the application because there were tenants in all 13 and we wanted to list their names on the application.**

For the budget we submitted, we used the personal property tax value of the mobile home for each structure and then divided the tax value of the parcel 13 different ways to come up with one total.

In this particular mobile home park the park owner owns all of the mobile homes. Some MHP have the landowner and then the MH's are owned individually.

To my knowledge I believe the entire 16 acre parcel is in the AE floodplain and should qualify.

We listed this as last on the priority list because of the different depths in each MH (they were set up at different heights depending on the terrain) and because it has to all be treated as one buyout. We would ask NCDDEM to repackage it as necessary for inclusion.



**Chris Hilbert**

**Project Manager**

310 W Main Street

Washington NC 27889

Phone: 910/540-9833

Email: [chilbert@hcpplanning.com](mailto:chilbert@hcpplanning.com)

**From:** Winstead, Sharon [<mailto:Sharon.Winstead@ncdps.gov>]

**Sent:** Wednesday, August 30, 2017 3:25 PM

**To:** Allen Castelloe; Cooley-Godwin, Deborah

**Cc:** [scott.sauer@bertie.nc.gov](mailto:scott.sauer@bertie.nc.gov); Chris Hilbert

**Subject:** RE: Windsor List

**Importance:** High

Hi Allen,

The only way Toby Lane Mobile Home Park can remain on the list is the following has to be addressed:

- All of the mobile homes below have two property types checked on the applications, has to be one or the other.
- The mobile homes cannot be acquired because they are on one 16-acre parcel of land.
- The land has to be subdivided in order for the mobile homes to be acquired.
- If Windsor prefers elevation the State needs a letter/memo indicating the change.

110-B Toby Lane

112 Toby Lane

120 Toby Lane

104 Toby Lane

108 Toby Lane

110 Toby Lane

Let me know if there are any questions. Thanks.

*Thanks! Have a great day!*

*Sharon A. Winstead*

Hazard Mitigation Supervisor  
North Carolina Department of Public Safety  
Emergency Management  
4238 Mail Service Center, Raleigh, NC 27699-4238 (mailing address)  
4105 Reedy Creek Road, Raleigh, NC 27607-6410 (physical address)  
919-825-2356 (office)  
[Sharon.winstead@ncdps.gov](mailto:Sharon.winstead@ncdps.gov)



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**From:** Allen Castelloe [<mailto:windsor.admin@mchsi.com>]

**Sent:** Wednesday, August 30, 2017 1:37 PM

**To:** Cooley-Godwin, Deborah <[Deborah.Cooley-Godwin@ncdps.gov](mailto:Deborah.Cooley-Godwin@ncdps.gov)>

**Cc:** Winstead, Sharon <[Sharon.Winstead@ncdps.gov](mailto:Sharon.Winstead@ncdps.gov)>; [scott.sauer@bertie.nc.gov](mailto:scott.sauer@bertie.nc.gov); Chris Hilbert <[chilbert@hcpplanning.com](mailto:chilbert@hcpplanning.com)>

**Subject:** Windsor List

Hey Deborah,

Find attached our list that Sharon requested yesterday. The only difference in our conversation and the list is with Toby Lane Mobile Home Park. Since the units were considered to be eligible according to the guidelines, we would like to leave it on the list as a single acquisition but lower priority. After review, please let me know if you need anything further.

Thanks for the help for Windsor and Bertie County!

Allen

Allen Castelloe  
Town Administrator  
Windsor, NC  
252-794-2331  
[Windsor.admin@mchsi.com](mailto:Windsor.admin@mchsi.com)

E-mail correspondence sent to and from this address may be subject to the provisions of G.S. 132-1, the North Carolina Public Records Law, and may be subject to monitoring and disclosed to third parties, including law enforcement personnel, by an authorized state official.

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Email correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties by an authorized state official.



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Town of Windsor  
Acquisitions (In Proposed Priority Order)

Address

1	838 Governors Rd
2	102 E Pitt Street
3	844 Governors Rd
4	309 S Queen Street
5	303 S Queen Street
6	304 Sutton Drive
7	107 Hoggard Mill Rd
8	109 Rhodes Avenue
9	302 Sutton Drive
10	104 W Gray Street
11	304 Peterson Lane
12	907 South King Street

Town of Windsor  
 Acquisitions (In Proposed Priority Order)

	Address
1	106 Joyner Street
2	108 Joyner Street
3	848 Governors Road
4	101 Baker Street
5	113 S Queen Street
6	305 N King Street
7	350 US Hwy 13 North
8	105 Baker Street
9	107 Joyner Street
10	109 Joyner Street
11	212 N King Street
12	108 Thompson Street
13	801 Cedar Street
14	108 Baker Street
15	311 S Queen Street
16	401 S Queen Street
17	707 S Queen Street
18	103 E Maple Street
19	703 Center Street
20	103 Joyner Street
21	104 Joyner Street
22	102 Joyner Street
23	306 Sutton Drive
24	103 Nichols Street
25	101 Thompson Street
26	106 W Maple Street
27	108 W Maple Street
28	207 W Elm Street
29	702 Center Street
30	203 W Elm Street
31	1109 S King Street
32	101 E Maple Street
33	110 W Maple Street
34	210 Peterson Lane
35	104 S York Street
36	102 S York Street
37	102 Thompson Street
38	109 Hoggard Mill Road
39	302 Peterson Lane
40	106 Thompson Street
41	Toby Lane Mobile Home Park
	(104,108,110,110B,112,114,119,120, 121,122,123,125,127)



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** September 18, 2017

**AGENDA ITEM:** A-6

**DEPARTMENT:** Governing Body

**SUBJECT:** Library Update by Jennifer Patterson, Albemarle Regional Library Director, and Nancy Hughes, Branch Manager

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:**

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

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:**

**ITEM HISTORY:** ---

## **Bertie County Public Library – Steps to take before opening**

- Put up shelving
- Hire/train new staff
- Order furnishings & install when they come in (ordered week of 8/28)
- Order lighted sign – Bertie County Public Library (beginning order week of 8/28)
- Resume magazine subscriptions
- Put in existing furnishings after being cleaned at early college
- Organize things in new space
- Internet must be installed and activated (MCNC takes 120 days so we will have to have temporary internet)
- Put in computers (must have computer tables in place)
- Find DVDs and audio books and bring to new location
- Find genealogy books and bring to new location
- New books must be shelved in perfect Dewey decimal order and existing books must be filed in
- Make sure everything is organized and in place
- Grand Opening!! Monday, October 30 from 4-8 pm

❖ **Everything that does not fit in the temporary space will have to go into climate-controlled storage.**



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** September 18, 2017

**AGENDA ITEM:** B-1

**DEPARTMENT:** Governing Body

**SUBJECT:** Nursing Home/Adult Care CAC 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:** ---

## Nursing Home/Adult Care CAC Board

**Immediate Vacancies:** 4

**Position Vacancy:**

<b>Board</b>	<b>Term</b>	<b>Name</b>	<b>Began</b>	<b>End</b>
Nursing Home/Adult Care CAC Board	3 years	Anthony Peele	--	--

**Special requirements:** N/A

**Notes:** Mr. Anthony Peele is being recommended for reappointment by Laura Jett, the Regional Area Ombudsmen with Mid-East Area Agency on Aging. The immediate vacancies (4) listed above include Mr. Peele, as well as one removal of Barbara Alexander, and two resignations received in July from Gwen Bond-Williams and Lillian J. Faulk.

**Attendance of Current Members:** N/A

**Applications Received:**

1 – Anthony Peele

**Current Members (unexpired):**

1. Clara Barrow
2. Mary Davis
3. Rev. Gail P. McNeil

August 28, 2017

**Sarah Tinkham**

Clerk to the Board/Exec. Asst. to the County Manager  
Bertie County Board of Commissioners  
106 Dundee Street  
PO Box 530  
Windsor, NC 27983

Dear Mrs. Tinkham:

I am requesting the reappointment of Anthony Peele to the Joint Community Advisory Committee. I am requesting this re-appointment be made for an additional three-year term in accordance with G.S. 131E-128 which states, "Any person reappointed to a second or subsequent term in the same county shall serve a three-year term."

If you have any further questions or concerns, I can be reached at (252) 974-1838.

Sincerely,

Laura Jett  
Regional Long Term Care Ombudsman



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This document will expire on 6/30/18



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

Name: ANTHONY GLENN PEEL

Home Phone Number: 252-348-2157 Mobile: 252-287-6068

Home Fax Number: N/A

Email Address: N/A

Home Address: 416 PINEYWOOD ROAD LEWISTON, NC 27849

Mailing Address: P.O. BOX 397 LEWISTON, 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? 65 YRS.

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

County Commissioner District: 4  
(This information can be obtained from the Bertie County Board of Elections at 252-794-5306)

Occupation: SECURITY OFFICER <sup>PARTTIME</sup> Employer: US SECURITY ASSOCIATES

Business Address: KINSTON, NC

Business Phone Number: 252-348-4215 Business Fax: N/A

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

- 1. BERTIE CO. CORRECTIONAL
- 2. COUNSEL ON AGING
- 3. NURSING HOMES
- 4. RURAL HEALTH

Qualification for specific category: NONE

Name of any Bertie County Board/Commission/Committee on which you presently serve:  
NONE

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:

NO EXPERIENCES IN NONE OF THE SAID BOARDS, <sup>HAVE</sup> 32 YEARS OF EXPERIENCE IN WORKING WITH THE PUBLIC. 32 YRS WORKING WITH UPS

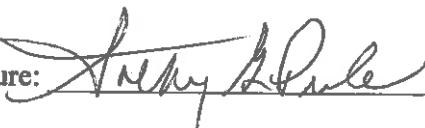
Do you have any delinquent Bertie County taxes?  Yes  No

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

HIGH SCHOOL EDUCATION DEACON, BIBLE STUDY TEACHER 32 YRS WITH UPS, PART TIME SECURITY OFFICER. RETIRED FROM UPS IN 2011.

**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: 07-07-16 Applicant's 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](mailto: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: 7/10/16

Received By: 

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**Request for removal of Community Advisory Committee Member(s)**

To: Sarah M. Tinkham  
From: Laura J. Jett, Regional LTC Ombudsman  
Re: **Gwen Bond-Williams**  
Date: July 18, 2017

Volunteers are a vital part of the services that support older adults in your county. However, the above volunteer(s) is not eligible for continued service for the following reason(s):

\_\_\_ has a conflict of interest.  
G.S. 131 E-128 (f) Nursing Home and G.S. 131 D-31 (g) Adult Care Home

\_\_\_ has failed to complete required initial orientation and training.  
1- G.S. 131 E-128 (f) Nursing Home and G.S. 131 D-31 (g) Adult Care Home  
2- Regional Long-Term Care Ombudsman Memo dated July 17, 1998:  
*"If a new member does not complete the training and in-facility orientation within three months from the date of appointment, the County Commissioners will be asked to replace the committee member."*

X has resigned from the Community Advisory Committee.  
\_\_\_ has failed to adhere to Bertie County Joint Community Advisory Committee bylaws.  
\_\_\_ has failed to attend quarterly/monthly CAC scheduled business meetings.  
\_\_\_ has failed to participate in required facility visitations since \_\_\_\_\_.  
\_\_\_ other reason for ineligibility (documentation provided).

**This is an official request to the Bertie County Board of Commissioners to have the individual(s) removed from any further service with the Bertie County Joint Advisory Committee.**

Thank you in advance for your prompt attention to this matter.

Sincerely,

Laura Jett  
Regional Long Term Care Ombudsman

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**Request for removal of Community Advisory Committee Member(s)**

To: Sarah M. Tinkham  
From: Laura J. Jett, Regional LTC Ombudsman  
Re: **Lillian Faulk**  
Date: July 18, 2017

Volunteers are a vital part of the services that support older adults in your county. However, the above volunteer(s) is not eligible for continued service for the following reason(s):

\_\_\_ has a conflict of interest.

G.S. 131 E-128 (f) Nursing Home and G.S. 131 D-31 (g) Adult Care Home

\_\_\_ has failed to complete required initial orientation and training.

1- G.S. 131 E-128 (f) Nursing Home and G.S. 131 D-31 (g) Adult Care Home

2- Regional Long-Term Care Ombudsman Memo dated July 17, 1998:

*"If a new member does not complete the training and in-facility orientation within three months from the date of appointment, the County Commissioners will be asked to replace the committee member."*

X has resigned from the Community Advisory Committee.

\_\_\_ has failed to adhere to Bertie County Joint Community Advisory Committee bylaws.

\_\_\_ has failed to attend quarterly/monthly CAC scheduled business meetings.

\_\_\_ has failed to participate in required facility visitations since \_\_\_\_\_.

\_\_\_ other reason for ineligibility (documentation provided).

**This is an official request to the Bertie County Board of Commissioners to have the individual(s) removed from any further service with the Bertie County Joint Advisory Committee.**

Thank you in advance for your prompt attention to this matter.

Sincerely,

Laura Jett  
Regional Long Term Care Ombudsman



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** September 18, 2017

**AGENDA ITEM:** C-1

**DEPARTMENT:**

**SUBJECT:** Approve Minutes for Work Session 8-7-17

**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:** ---



**Windsor, North Carolina**  
**August 7, 2017**  
**WORK SESSION**

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

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

Absent: None

Staff Present: County Manager Scott Sauer  
Clerk to the Board Sarah S. Tinkham  
County Attorney Lloyd Smith  
Tax Administrator Jodie Rhea  
Finance Officer William Roberson  
Economic Development Director Steve Biggs  
DSS Director Cindy Perry

There were no media members present.

**CALL TO ORDER**

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

**INVOCATION/PLEDGE OF ALLEGIANCE**

Chairman Trent led the Invocation and Pledge of Allegiance.

## **WORK SESSION**

### **Middle Income housing initiative project**

Commissioner Wesson briefly updated the Board on the middle-income housing initiative project. An application and plans for the apartment complex are currently in the works, and an application is due by the end of this month.

Mr. Wesson discussed the three (3) different locations being considered which include two properties owned by the County, and one owned by the Town of Windsor all of which are within the Windsor Town Limits, and outside of the flood plain.

The apartment complex will potentially feature 24 units with 2 bedrooms and 2 bathrooms, and will serve as housing for teachers, EMS and Sheriff's Office personnel, as well as other County employees.

The project is estimated to cost between \$2.4 to \$2.8 million dollars, and financed with a 15-year, 0% loan from SECU.

SECU has funded similar projects in Ahoskie and Asheville.

The project has received letters of support from the Town of Windsor, Bertie County Public Schools, and the Bertie Correctional Institution.

If approved by SECU, the project is estimated to be completed by May of 2019.

Commissioner Wesson answered various questions from the Board, and he explained that the Windsor Township Development Commission, a public authority established by the NC General Assembly in 1965.

At this time, Economic Development Director, Steve Biggs, mentioned that the County would saving over \$30,000 on payroll and administrative staff for this project as payroll deductions would be administered by the employers for rent payments, and the County would be maintaining, operating, and managing the property.

County Manager Sauer noted that if any minimal office related tasks were needed, excess capacity was available in both the Administration Department, and in the Planning & Inspections Office.

**Better Beginnings for Bertie Children and partnership  
discussions with Superintendent Dr. Hill and DSS**

Superintendent Hill was unable to attend this meeting because of a family emergency.

Various Better Beginnings staff were present including, but not limited to Dr. Denauvo Robinson and Bobbi Holley. CADA Head Start was represented by Director Dianne Bynum. The Bertie County Public School System was represented by Carol Mizelle, Principal of Colerain Elementary, and Tracy Gregory, Principal of Windsor Elementary. The North Carolina Pre-K Program was also present and represented by Katie Willard. The Bertie County Department of Social Services was represented by Director Cindy Perry.

Ms. Holley began by briefly reminding the Board of the organization's mission and vision, and also discussed the latest figures of young children being referred and served by Pre-K programs.

As of June 2017, 298 of 1,132 Bertie Children were enrolled in licenses child care centers either with NC Pre-K of Bertie County Schools or CADA Head Start/Early Head Start.

Additionally, when including the numbers of children birth to age six currently in regulated child care centers and family child care homes, 28.6% of Bertie's children in this age range were receiving some form of license child care, 72% of children in Bertie are not listed in any sort of child care programs.

Each entity briefly discussed ways of better communication between each agency, and working towards the same goal which is to enroll as many Bertie children in Pre-K programs as possible.

### **“Sounds to Sea” and “One School, One Book” programming update**

Two Bertie County elementary school principals were present to discuss these programs: Tracey Gregory of Windsor Elementary, and Carol Mizelle of Colerain Elementary.

Ms. Gregory and Ms. Mizelle briefly discussed the successful “Sound to Sea” field trip conducted last year for elementary students. The purpose of the trip is to introduce students to water ecosystems and provide opportunities hand on learning.

Students then write about their experiences and a book is created using their writings, drawings, pictures, and other papers.

Each principal thanked the Board for their support of this program and that they were looking forward to this year’s event in October.

Additionally, Ms. Gregory and Ms. Mizelle discussed a new program that they have introduced to each school called the “One School, One Book” project. The program is designed to bring students together during a 30-minute period every school day to read the same book in grades K-5.

This year’s book that has been chosen is called “Hatchet” by Gary Poulson. This program, as well as various vocabulary instruction, has been proven to increase test scores and has been utilized in other areas of the state.

The Board commended Principals Gregory and Mizelle for all they do each day for the children and parents of Bertie County.

**Review Closed Session Minutes for approval, release, or partial release**

This item was deferred to a later part of the 4:00 PM meeting.

**RECESS**

Chairman Trent **RECESSED** this meeting until 4:00 PM today in the same location. At this time, the Board took a brief tour of the new Mobile Command Center with Emergency Services Director, Mitch Cooper.

---

John Trent, Chairman

---

Sarah S. Tinkham, Clerk to the Board



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** September 18, 2017

**AGENDA ITEM:** C-2

**DEPARTMENT:** Governing body

**SUBJECT:** Approve Minutes for Regular Session 8-7-17

**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:** ---

**Windsor, North Carolina**  
**August 7, 2017**  
**REGULAR SESSION**

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

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

Absent: None

Staff Present: County Manager Scott Sauer  
Clerk to the Board Sarah S. Tinkham  
County Attorney Lloyd Smith  
Tax Administrator Jodie Rhea  
Emergency Services Director Mitch Cooper  
Finance Officer William Roberson  
Chief Deputy Kenny Perry  
EMS Division Chief Crystal Freeman  
Sheriff John Holley  
Deputy Naomi Wiggins

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

**CALL TO ORDER**

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

## **INVOCATION/PLEDGE OF ALLEGIANCE**

Chairman Trent led the Invocation and Pledge of Allegiance.

## **PUBLIC COMMENTS**

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

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

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



## APPOINTMENTS

### **Tax Administrator, Jodie Rhea**

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

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

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

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

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

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

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

### **Mid-East Commission Storm Recovery Housing program**

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

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

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

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

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

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

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

### **BOARD APPOINTMENTS**

#### **Tri-County Airport Authority Board**

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

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

#### **Region Q Workforce Development Board**

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

## CONSENT AGENDA

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

The Consent Agenda was approved as follows:

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

The Budget Amendments approved read as follows:

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

**BUDGET AMENDMENT**

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

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

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

**Deposits TO County Account FROM DSS**

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

**Drafts FROM County Account TO DSS**

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

**An Equal Opportunity / Affirmative Action Employer**

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

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

Location: Bertie COA

Date: 09/28/17

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

**SUMMARY**

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

Description: MIPPA Grant

R # 10-0025-458621 MIPPA GRANT

E 10-4860-540015 "

Verita C. Thompson

Signature of Preparer

Distribution: Original – Finance Office  
Rev/16

Duplicate – Retain



# BUDGET AMENDMENT

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

Cindy Perry

---

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

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

Hi Cindy,

DCDEE will cover the county's requirement.

Thank you,  
Jose

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

Good Morning Mr. Merza,

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

Thanks,

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

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

## BUDGET AMENDMENT

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

BERTIE COUNTY

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

743 Bertie County

\$495,000.00

743 Bertie County

BERTIE COUNTY  
Public School Building Capital Fund

66-1059  
531

0001195

DATE 8-4-2017

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

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

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

*William Roberson*  
AUTHORIZED SIGNATURE  
**NON-NEGOTIABLE**  
AUTHORIZED SIGNATURE

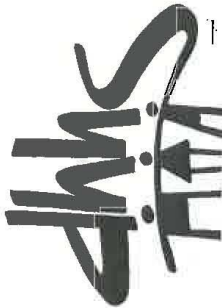


106310 - LIBRARY TEMP LOCATION

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

FEMA PW Rev: 100050  
485110

COST CONTROL  
— ALLIANCE  
919-741-5000



**DIVISION OF SOCIAL SERVICES**

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

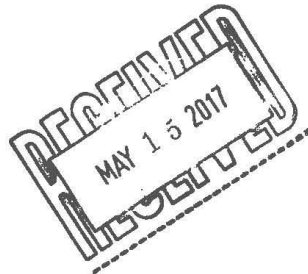
**ALLOCATION PERIOD**  
**FROM JUNE 2017 THRU MAY 2018 SERVICE MONTHS**  
**FROM JULY 2017 THRU JUNE 2018 PAYMENT MONTHS**

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

EST 13,407

---

**KATE B. REYNOLDS**  
CHARITABLE TRUST  
*Investing in Impact*



May 10, 2017

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

Dear Mr. Sauer:

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

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

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

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

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

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

Sincerely,

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

AML:dbh  
Enclosure  
cc: John Trent, Board Chair





Comments  
Detail  
Invoice Audits

Invoice

Document: 75806  
Invoice: 5517-MORUMENT  
Year: 2018  
Type: 1 Invoice

Cash Account: 010000  
PO: 101  
Contract: 113001

Vendor: 15638  
Name: HARRY LEE'S LANDSCAPING  
Terms: 0

Cash Account: C/D SOUTHE

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

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

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

Remits: Remits

Address: Address

Separate check:   
Include documentation:   
PA applied:

Display comments associated with this invoice. (C)



Comments  
Detail  
Invoice Audits

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

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

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

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

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

ROOF ALTERATION MONUMENT JOB  
 Separate check  
 Include documentation  
 PA applied

Details

**William Roberson**

---

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

Anthony,

I need you to be sure these sizes will work.

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

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

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

Let me know if I need to adjust these sizes.

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

		<b>Product Cost</b>	\$1,460.98
--	--	---------------------	------------

Sincerely,

**Sarah S. Tinkham**

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

Bertie County Board of Commissioners

106 Dundee Street

PO Box 530

Windsor, NC 27983

Switchboard: (252) 794-5300

Fax: (252)794-5327

[sarah.tinkham@bertie.nc.gov](mailto:sarah.tinkham@bertie.nc.gov)



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

**William Roberson**

---

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

**Audrey,**

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

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

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

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

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

**Shopping Cart Items: 3**

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

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

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



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**FRONT VIEW**  
QTY: 1

**RAISED AREAS**

**RECESSED AREAS**

4" DIA. ETCHED LOGO

0.75" H COPY

0.63" H COPY

0.50" H COPY

0.53" & 0.43" H COPY

0.45" H COPY

0.48" & 0.36" H COPY

0.40" H COPY

FINISHED WALL

SINGLE LINE EDGE

CONCEALED STUD

**BORDER DTL.**  
(N.T.S.)

**SIGN TYPE:**

**DEDICATION PLAQUE**

**SPECIFICATIONS:**

**MATERIAL:** CAST BRONZE

**BACKGROUND TEXTURE:** LEATHERETTE

**BACKGROUND COLOR:** BLACK

**BORDER STYLE:** SINGLE LINE

**LETTERSTYLE:** DUTCH809

**MOUNTING:** CONCEALED STUD

**MANUFACTURER:** MATTHEWS INTL.

**DESIGNED FOR:**

**Bertie County Courthouse**

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

**AOA SIGNS**

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

*This drawing contains confidential information. Is an instrument of service and the property of AOA Signs. It shall not be used on other projects or the extension of this project without AOA Signs written approval.*





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

Account

Fund: 10 GENERAL FU Acct: 10 -4190-535108

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

Object: 535108 BLUE JAY P Type: Expense Status: Active

Project: Rollup: MultiYr Fund

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

Display detail information for current account.

**LOCAL GOVERNMENT PURCHASE ORDER  
BERTIE COUNTY**

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

27983

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

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

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

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

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

Requisition  
00007759

DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION	
07/07/17	014886			FINANCE	
LN	DESCRIPTION/PART NO.	UNIT	QTY	COST EA	EXT. PRICE
01	ORIGINAL		1.00 EACH	1795.00000	1,795.00
	ALLIGATOR WEED CONTROL-JUNE 5, 2017 ROANOKE AND CASHIE RIVER 1 MILE EAST OF SANS SOUCI-INVOICE NUMBER 6454 10 -4960-5400-05				1,795.00
				PO Total	1,795.00

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

*WGR*  
AUTHORIZED SIGNATURE

VENDOR'S COPY

## DISCUSSION AGENDA

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

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

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

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

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

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

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

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

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

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

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

The documents being approved include:

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

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

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

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

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

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

### **Library temporary space renovation update**

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

### **RFQ for design services for Library and Cooperative Extension update**

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

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

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

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

### **Review proposed 2018 Commissioners meeting schedule, approve NC State Holidays**

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

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

### **COUNTY MANAGER'S REPORTS**

The County Manager gave no remarks at this time.

### **COUNTY ATTORNEY'S REPORTS**

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

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

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

### **COMMISSIONERS REPORTS**

**Commissioner Wesson**

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

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

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

### **Vice Chairman Bazemore**

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

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

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

### **Chairman Trent**

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

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

**Commissioner Lee**

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

**Commissioner White**

Commissioner White had no reports at this time.

**PUBLIC COMMENTS**

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



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

### **CLOSED SESSION**

Chairman Trent requested a brief Closed Session pursuant to N.C.G.S. § 143-318.11(a)(2) to consult with the County Attorney in order to preserve the attorney-client privilege that exists between the attorney and this public body and N.C.G.S. § 143-318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approves the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

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

### **OPEN SESSION**

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

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

### **ADJOURN**

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

---

John Trent, Chairman

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Sarah S. Tinkham, Clerk to the Board



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** September 18, 2017

**AGENDA ITEM:** C-3

**DEPARTMENT:** Governing Body

**SUBJECT:** Approve Minutes for Closed Session 8-7-17

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** Recommend approval.

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

**ATTACHMENTS:** No

**LEGAL REVIEW PENDING:**

**ITEM HISTORY:** ---



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** September 18, 2017

**AGENDA ITEM:** C-4

**DEPARTMENT:** Governing Body

**SUBJECT:** Approve Minutes for Governors Visit 6-20-17

**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:** ---

**Windsor, North Carolina**  
**June 12, 2017**  
**Special Event**

The Bertie County Board of Commissioners met for a Special Event with the Governor of NC, and Town of Windsor inside the Commissioners Room located at 106 Dundee Street, Windsor, NC. The following members were present or absent:

Present: Ronald "Ron" Wesson, District I  
Tammy A. Lee, District III  
John Trent, District IV  
Ernestine (Byrd) Bazemore, District V

Absent: Stewart White, District II

Staff Present:  
Clerk to the Board Sarah S. Tinkham  
Emergency Services Director Mitch Cooper  
EMS Division Chief Crystal Freeman  
Economic Development Director Steve Biggs  
Sheriff John Holley

Town of Windsor Commissioners & Staff: Mayor James Hoggard  
Town Administrator Allen Castelloe  
Commissioner Cathy Wilson  
Commissioner Amy Williford

Various members from the TV and print media were present including: WITN, WNCT, WCTI, the Roanoke-Chowan News Herald, the Bertie-Ledger Advance, and others.

**RECONVENE**

Chairman Trent reconvened the meeting held on Monday, June 19<sup>th</sup>.

**GOVERNOR ROY COOPER**

Governor Roy Cooper is present in Bertie County to hear the latest concerns and recovery efforts being completed for Hurricane Matthew victims.

He also announced that a \$500,000 grant was just awarded to Bertie County to replace EMS Station One that was flooded out during Hurricane Matthew.

Additionally, the Governor visited several locations in Windsor that were several impacted by Hurricane Matthew including: Lawrence Memorial Public Library, the home of Dwayne Jones, the Bertie County Cooperative Extension Building, Bunn's Barbeque, and the temporary EMS Station One location at the Bertie Early College High School.

**ADJOURN**

Chairman Trent **ADJOURNED** the Bertie County Board of Commissioners upon Governor Cooper's exit from EMS Station One at 3:30 PM.

---

John Trent, Chairman

---

Sarah S. Tinkham, Clerk to the Board



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** September 18, 2017

**AGENDA ITEM:** C-5

**DEPARTMENT:** Governing Body

**SUBJECT:** Register of Deeds Fees Report – August 2017

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** Recommend approval.

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

**ATTACHMENTS:** See handout.

**LEGAL REVIEW PENDING:**

**ITEM HISTORY:** ---



# Bertie County Register of Deeds

Annie F. Wilson  
Register of Deeds

P.O. Box 340  
Windsor, NC 27983  
252-794-5309  
[www.bertie-live.inttek.net](http://www.bertie-live.inttek.net)

NORTH CAROLINA  
BERTIE COUNTY

TO: THE BOARD OF COUNTY COMMISSIONERS:

Agreeable to and in compliance with Chapter 590 of the Public Local Laws of North Carolina, Sessions 1913, I beg leave to submit the following statement of all fees, commissions, etc. of any kind collected by me as Register of Deeds for the month of AUGUST 2017 and for an itemized statement thereof, I respectfully refer you to the following books in my office.

### AMOUNT SUBJECT TO GS 161-50.2

10-0030-4344-01	REAL ESTATE REGISTRATION-----	\$4,549.40
10-0030-4344-03	VITAL STATISTICS-----	\$1,170.00
10-0050-4839-02	MISCELLANEOUS(NOTARY OATHS/PHOTO COPIES, ETC)-----	\$227.10
10-0030-4344-04	NO. MARRIAGE LICENSE----- 4 @60.00	\$240.00
		<u>\$6,186.50</u>
10-0018-4240-01	N. C. STATE EXCISE STAMP TAX-----	\$13,179.00
10-0030-4344-10	STATE TREASURER FEE----- 133 @\$6.20-----	\$824.60
	STATE VITAL RECORDS----- 8 @14.00	\$112.00
		<u>\$20,302.10</u>
10-0000-1251-00	A/R IN/OUT(REFUND)-----	
		<u>\$20,302.10</u>

Handwritten signature of Annie F. Wilson in cursive.

REGISTER OF DEEDS - BERTIE COUNTY

By: *Shanedia R. Williams, Asst.*

### FOR INFORMATIONAL PURPOSES

D/T /MORTGAGES-----	24 @\$6.20=	\$148.80
ADDITIONAL PAGES-----	@\$0.40=	
DEEDS & OTHER INSTRUMENTS-----	<u>136</u> @\$1.94=	<u>\$263.84</u>



# **Bertie County**

**Board of Commissioners**

## **ITEM ABSTRACT**

**MEETING DATE:** September 18, 2017

**AGENDA ITEM:** C-6

**DEPARTMENT:** Governing Body

**SUBJECT:** Budget Amendment(s)

**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:** ---







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

Account

Fund 10 Acct 10 -0025-432302

Orig 100025 Acct name FINES AND FORFEITURES

Object 432302 Type Revenue Status Active

Project Rollup Multi-Fund

Account Notes

4 Year Comparison History

	Fiscal Year 2017	Fiscal Year 2016	Fiscal Year 2015	Fiscal Year 2018
Original Budget	-70,000.00	-72,000.00	-100,000.00	-70,000.00
Transfers In	.00	-8,000.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	-70,000.00	-80,000.00	-100,000.00	-70,000.00
Actual (Memo)	-87,834.59	-79,079.51	-67,918.86	-5,118.30
Encumbrances	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Available	27,537.59	-920.49	-32,081.14	-64,881.70
Percent used	125.48	98.85	67.92	7.31

1 of 1

Attachments (0)

Display detail information for current account.

**THIS PAGE WAS INTENTIONALLY LEFT BLANK.**

# PROJECT ORDINANCE

# PROJ 18-01				
	INCREASE			INCREASE
39-0025-4490-11	\$ 500,000	SITE PREP	39-8100-5395-02	\$ 50,000
39-0050-4848-11	\$ 100,000	ENG/DESIGN	39-8100-5396-12	\$ 400,000
39-0050-4848-11	\$ 20,000	LAND ACQ.	39-8100-5396-18	\$ 60,000
		PERMIT	39-8100-5396-29	\$ 20,000
		LEGAL	39-8100-5396-38	\$ 40,000
		CONT.	39-8100-5991-00	\$ 50,000
	\$ 620,000			\$ 620,000
<b>TO SETUP BUDGET FOR LIBRARY/COOP CONSTRUCTION</b>				
	INCREASE			INCREASE
40-0050-4851-10	\$ 284,299	SITE WORK	40-8150-5395-02	\$ 145,000
40-0025-4301-20	\$ 300,000	CONST	40-8150-5396-01	\$ 300,000
		ENG/DESIGN	40-8150-5396-12	\$ 25,000
		PERMIT	40-8150-5396-29	\$ 20,000
		RENT/UTILITIES	40-8150-5400-00	\$ 35,000
		CAP OUTLAY	40-8150-5510-00	\$ 40,000
		CONT.	40-8150-5991-00	\$ 19,299
	\$ 584,299			\$ 584,299
<b>TO SETUP BUDGET FOR EMS CONSTRUCTION</b>				
<b>APPROVED</b> /     /2017				

Project Outline

① LIB/COOP "BUILDING"  
R \$ 500,000 "GOLDEN LEAF"  
100,000 PRIVATE  
(39) 20,000 TOWN OF WINDSOR  
620,000

60,000 LAND ACQ  
400,000 Engineering/Design  
40,000 Legal Fees/~~Permit~~  
50,000 SITE PREP  
50,000 CONTINGENCY  
20,000 Permit Fees

② EMS  
R 284,299 FEMA  
(40) 300,000 NC Dept of Commerce  
584,299

300,000 CONSTRUCTION  
25,000 ENG/ DESIGN  
<sup>145</sup>  
~~20,000~~ SITE PREP PERMIT FEES  
20,000 LIGHTS Permit LIGHTS  
~~Permit Fees~~  
35,000 Legal Fees  
~~51,400~~ Rent / LIGHTS  
40,000 LIGHTS CAP OUTLAY (GEN)  
20,717 CONT.

③

~~River~~  
Cestic River  
Flood Study

# 72,707

"Golden Leaf"

110100

✓ 125100 ✓

- 125106 -

- 125107 -

~~17900~~

✓ 211000 ✓

~~212000~~

✓ 300000 ✓

✓ 300010 ✓

✓ 20 ✓

✓ 30 ✓

✓ 40 ✓

✓ 392500 ✓

RIE

39 DUES/DUE FROM

100025 449011

106100 569710



(LONG-TERM ECONOMIC ADVANCEMENT FOUNDATION)

June 7, 2017

**BOARD OF DIRECTORS**

**BARRY Z. DODSON**  
CHAIR  
STONEVILLE, NC

**MURCHISON "BO" BIGGS**  
LUMBERTON, NC

**S. LAWRENCE DAVENPORT**  
GREENVILLE, NC

**DON FLOW**  
WINSTON-SALEM, NC

**JIM GARDNER**  
ROCKY MOUNT, NC

**TOMMY HESTER**  
HENDERSON, NC

**RANDY ISENHOWER**  
NEWTON, NC

**CAROLYN H. JUSTICE**  
HAMPSTEAD, NC

**JOHNATHAN L. RHYNE, JR.**  
LINCOLN, NC

**LEE ROBERTS**  
RALEIGH, NC

**DAVID ROSE**  
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**THOMAS STITH**  
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**DAVID M. STOVER**  
RALEIGH, NC

**RALPH N. STRAYHORN, III**  
CHARLOTTE, NC

**JEROME VICK**  
WILSON, NC

**PRESIDENT**  
**DAN GERLACH**

Mr. William Roberson  
Finance Director  
County of Bertie  
Post Office Box 530  
Windsor, North Carolina 27983

Dear Mr. Roberson:

I am pleased to inform you that the Board of Directors of the Golden LEAF Foundation has approved a grant for your project, "Cooperative Extension Facility," in the amount of \$500,000.00. We trust that this support will further your work to the benefit of North Carolinians.

Enclosed are two copies of our Grantee Acknowledgement and Agreement, which includes details regarding administration of the grant, including the payment schedule and reporting requirements. Please read your grantee agreement carefully and take note of special conditions that may apply to your grant award.

We require that grantees become acquainted with Golden LEAF's policies governing grants by attending a grants management workshop. We will provide you the dates and locations of upcoming workshops in the near future.

Upon receipt of one original signed Grantee Acknowledgement and Agreement form, documentation that any requisite conditions have been met, and a written request for payment, we will make the first disbursement of funds in connection with your project. As outlined in the Grantee Acknowledgement and Agreement, subsequent payments will be forwarded upon the receipt of the required reports. Reporting forms can be accessed at our website, [www.goldenleaf.org](http://www.goldenleaf.org), or by contacting us at 888-684-8404 or at [programs@goldenleaf.org](mailto:programs@goldenleaf.org).

All publicity and printed materials regarding projects or activities funded in whole or in part by this grant should contain the following language: "This project received support from the Golden LEAF Foundation." The Golden LEAF logo is to be displayed in all of the publicity and printed materials relating to this grant. Please contact Jenny Tinklepaugh ([jtinklepaugh@goldenleaf.org](mailto:jtinklepaugh@goldenleaf.org)) for digital versions of the logo.

Mr. William Roberson  
June 7, 2017  
Page 2

Please let me or any member of our programs staff know if you have any questions regarding your grant, its conditions, or reporting requirements. We stand ready to be of assistance to you at any time. Once again, on behalf of the Board, congratulations on your grant award. We look forward to learning about your accomplishments.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Gerlach', written in a cursive style.

Dan Gerlach  
President

DG:bs

Enclosures: as stated



<b>PA-04-NC-4285-PW-00535(0)</b> <u>P</u>	
<b>Applicant Name:</b> BERTIE (COUNTY)	<b>Application Title:</b> 2-B0366 Emergency Protective Measures Temp Location
<b>Period of Performance Start:</b> 10-10-2016	<b>Period of Performance End:</b> 04-10-2017

<b>Bundle Reference # (Amendment #)</b>	<b>Date Awarded</b>

### Subgrant Application - FEMA Form 90-91

**Note:** The Effective Cost Share for this application is 75%

FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET						
<b>DISASTER</b>		<b>PROJECT NO.</b>	<b>PA ID NO.</b>	<b>DATE</b>	<b>CATEGORY</b>	
FEMA	4285	- DR -NC	2-B0366	015-99015-00	03-21-2017	B
<b>APPLICANT:</b> BERTIE (COUNTY)				<b>WORK COMPLETE AS OF:</b> 03-15-2017 : 1 %		
Site 1 of 1						
<b>DAMAGED FACILITY:</b> Bertie County EMS Station One				<b>COUNTY:</b> Bertie		
<b>LOCATION:</b> Current Version: 208 E. Granville Street, Windsor, NC 27983 35.998881/-76.945644				<b>LATITUDE:</b> 35.97877 35.998881 36.0330716	<b>LONGITUDE:</b> -76.950005 -76.945644 -77.01501	

**DAMAGE DESCRIPTION AND DIMENSIONS:**

Current Version:  
Background

Bertie County EMS is an eligible applicant, providing an essential community service, emergency medical services and medical transport to hospitals 24 hours a day, 7 days a week. This facility, EMS Station One, is one of three stations of Bertie County EMS, providing paramedic level services to the 741 square miles of Bertie County, averaging 3,600 calls per year.

Two weeks prior to Hurricane Matthew, the remnants of Tropical Storm Julia left the town flooded with a river crest of 14.94 feet. The Board was advised of EMS Station One's risk of flooding, and plan initiated to temporarily relocate base operations to the Commissioners Meeting Room at 106 Dundee Street where Station One personnel would have access to a small kitchen, restrooms and a central location for staging both equipment and personnel. On September 24, 2016 The Board of Commissioners received confirmation of school system approval for immediate access to the "300 Building" on the Bertie Early College campus (former Southwest Middle School) which has electricity, HVAC, water & wastewater service to provide "temporary quarters" for EMS Station One. Hurricane Matthew hit as damage assessments and cleanup related to TS Julia were only just underway. On September 24 the County Manager signed a contract and work authorization with Care Master Fire & Water Restoration for EMS Station One-East Granville Street, "perform all repair work" so that the County can reestablish operations at this location as soon as possible,

On September 29, 2016, the County Manager provided a written request for temporary lease for EMS Station One to the interim Superintendent of Schools, noting that worst case operations could continue up to 24 months... The County Manager also seeks approval from school system to allow CenturyLink to establish internet DSL connection, noting that it will be removed when EMS Station One returns to its location. Matthew hit as damage assessments and cleanup related to TS Julia were only just underway, causing more damage and extending the time line for a return to this facility. Bertie County EMS is an applicant, providing essential community service. Station One was housed in a building that was considered unsafe as a result of a declared incident, and is eligible for temporary relocation of their services to another facility, "Stafford Act § 403(a)(3)(D), 42 U.S.C. 5170b".

All back up documents and emails showing the Bertie County EMS intention to move back in to this facility are attached to this PW.

The Town of Windsor suffered massive flooding after Hurricane Matthew in October, 2016. The Cashie River crested at 16.83 feet, higher than the river's major flood stage of 8.0 feet. A large section of downtown Windsor flooded, including parts of its Historic District, as well as numerous residential neighborhoods within the town limits on both sides of the Cashie River.

Four feet of flood waters entered into a structure housing Bertie County Emergency Services and remained for 4 days. Assessment of the facility by the USACE on November 1, 2016 considered the building to be inhabitable in its current condition. The owner, Town of Windsor, and the Windsor Board of Commissioners discussed this matter at their October 13, 2016 regular meeting and decided due to the history of flooding that it would be wise for the Town to no longer allow this building to be occupied and has decided not to repair the building to its pre-disaster condition, releasing the Applicant from its lease. This building will only be used for basic storage in the future.

The building is located at 208 East Grandville, Windsor, NC, 35.998881/-76.94564435, is a steel framed structure with brick veneer, approximately 4,800 SF, and provides shelter for 5 emergency medical ambulance vehicles, and housing quarters for 6 employees. The facility has four offices with doors, a common area with an occupancy for 25 people, four work stations, one full kitchen, and sleeping quarters for 10, a safe for narcotics security and storage, two dual-locked supply rooms for medical supplies and non-narcotic medications, an oxygen supply area, and two showers. The contents of the facility were a total loss, and included appliances, furniture, desks, training materials, heat and air conditioning. The damage to this facility will be captured in a project worksheet for the Town of Windsor.

The Bertie County Emergency Services relocated this station's operations to this facility at Bertie Early College, Building 300, 819 Governors Road, Windsor, NC 27983, 36.0330716/-77.0150133, and entered into a lease for \$5,000 a month. This relocation was done as an exigency situation, but the building does not meet the basic needs and legal requirements of an emergency medical services facility. There are no showers, or decontamination areas. Internet service used to submit medical/patient reports is sporadic and precludes timely submission of medical reports. The driveway for the building and parking areas, (450 ft. X 15 ft.) consist of sand and gravel, requiring constant maintenance; inclement weather has caused medical units to become stuck in the rugged driveway, requiring towing assistance on several occasions. The temporary location of the facility also adds an additional 15 to 17 minutes to their response times.

**SCOPE OF WORK:**

**Current Version:**

**Work completed:**

The Applicant relocated Station One to Bertie Early College, Building 300, for the cost of \$5,000 a month. As of March 21, 2017, the Applicant would have paid the College \$30,000.

The Applicant utilized Albemarle Resource Company, LLC to initially create a 450 ft. X 15 ft. gravel driveway using 34.6 CY of fill sand material and 16.2 CY of crusher run gravel [(450 ft. (L) X 15 ft. (W) X 0.14 ft. (D)) = 945/27 = 35 CY of fill sand material] and [(450 ft. (L) X 15 ft. (W) X 0.065 ft. (D)) = 438.75/27 = 16.2 CY of crusher run gravel]. The weight of the emergency medical ambulances, the frequency of use, and inclement weather, caused rutting occurred on the unpaved driveway, requiring the Applicant to purchase an additional 34.1 CY fill sand material [(450 ft. (L) X 15 ft. (W) X 0.14 ft. (D)) = 945/27 = 35 CY].

The winter storm the area experienced during the first weekend of January exacerbated the driveway and parking lot condition, causing the Applicant to purchase 231 tons of recycled asphalt material from Albemarle Resource Company, LLC and covered 650 ft. X 8 ft. of driveway, and two 40 ft. X 40 ft. parking lots. The labor and equipment used to lay the material was at no additional cost to the Applicant.

**Work to be completed:**

Bertie County prepared three options to either renovate the existing station location, or move to a more centrally located site on County owned land. The first option is to make renovations at their current location at Bertie Early College to accommodate its services and personnel. The second option is to move Station One to a more centrally located facility on County owned land, located on County Farm Road, utilizing two modular structure rentals, one for office and another for living quarters, and a leased storage tent for vehicles and equipment. The final option for County Farm Road is to erect a steel framed structure capable of housing both employees and equipment. All the options provide additional costs for modifications to accommodate personnel emergency units assigned at the facility.

The costs for the three options are as follows: Option 1) Continue the use of the existing temporary facility with repairs, adaptations and renovations, projected cost - \$325,899.39; Option 2) lease of two modular structures for staff living quarters and emergency vehicle garage unit at a county-owned site, projected cost - \$312,819.39; or Option 3) purchase of a temporary metal framed building on County owned property, projected cost - \$289,299.39.

**Option 1: Continued use of existing site with repairs and renovations:**

•Previous 6 months lease of facility	\$30,000		
Driveway and Parking lot repair			4299.39
•Facility lease continuation for 6 months, \$5,000/month		30,000	
•Roof replacement	70,000		
•Electrical and plumbing upgrades		30,000	
•Carpentry and sheet rock		10,000	
•Lease of vehicle storage tent for 5 units, 6 months			
o \$17,350 per month for			\$104,100
o Delivery and removal			47,500
		151,600	
Sub TOTAL			\$325,899.39
Less the one month lease at the temp facility due to Julia			(5000)
Total			\$ 320,800.3

**Option 2: Lease temporary modular units on County owned property**

•Previous 6 months lease of current facility	\$30,000		
Driveway and Parking lot repair			\$4299.39
•Facility lease continuation for 2 months, \$5,000/month		10,000	

-Lease two (2) modular structures to meet current needs			
o Quote #243419 – 24 X 60 structure (office)			
\$1,270 per month, 6 months		7,620	
One time cost for delivery and removal		15,200	
o Quote #243396 – 24 X 60 structure (living quarters)			
\$1,450 per month, 6 months		8,700	
removal	40,400		One time cost for delivery and
-Lease of vehicle storage tent for 5 units, 6 months			
o 17,350 per month, 6 months	\$104,100		
o One time cost for delivery and removal	47,500		
		151,600	
-Site Work to prepare site for structures		45,000	
SUB TOTAL	\$312,819.39		
Less the one month lease at the temp facility due to Julia		(5000)	
Total		\$297,819.39	
<b>Option 3: Temporary metal building on County owned property</b>			
-Previous 6 months lease of facility		\$30,000	
Driveway and Parking lot repair			\$4299.39
-Facility lease continuation for 2 months, \$5,000/month			10,000
-Purchase steel frame structure with 3 bays		119,300	
-Site work to prepare site for structure		45,000	
-Interior build out for living quarters, office, plumbing, mechanical, electrical and data		80,700	
Sub TOTAL	\$289,299.39		
Less the one month lease at the temp facility due to Julia		(5000)	
Total		\$284,299.39	

Backup documents substantiating these cost are attached to this PW.

Of all three options, Option 3 appears to be the most cost effective, meets the needs of the EMS personnel and equipment, and the codes and standards set forth for NC EMS, by erecting a steel frame structure on County owned property and allowing expansion the facility in the future. The Applicant is requesting the amount needed to move Station One to another temporary facility established at a location on County Farm Road, 35.97877/-76.950005, property owned by Bertie County. This is a more centrally located site within the service area of Station One, and will provide the expected response time to an emergency incident and to the receiving emergency room hospital facility. This facility will be more conducive with meeting the Applicants basic needs and legal requirements of an emergency medical service facility, under North Carolina General Statutes 153A-250 and North Carolina Administrative Code 2601.

The County plans to eventually use the location on County Farm Road as its permanent home for the EMS and has explored options of building a structure to upwards of 10,000 square feet. It will be centrally located, out of the floodplain and is adjacent to other County owned facilities. The timeframe to complete a permanent facility at this location is 18 to 24 months after the temporary relocation structure is completed.

**Disposition Requirements**

If the Applicant constructed a temporary facility, it must return to FEMA the Federal share of the equity in the facility. The Applicant must report the equity to FEMA when the approved deadline has expired or when the facility is no longer needed for the authorized purpose, whichever occurs first. If FEMA only funded a portion of the cost of the facility, the Applicant must return to FEMA the Federal share of FEMA's proportionate equity in the facility. The amount due FEMA is computed by applying FEMA's percentage of participation in the cost of the purchase or construction to the fair market value or sale proceeds, taking into consideration reasonable out-of-pocket costs related to the sale.

The Applicant may either retain the facility or sell it. If the Applicant disposes of real property (land or structures) acquired with PA funding and acquires replacement real property using funds from the same PA project, the net proceeds of the sale may be used to offset the cost of the replacement property.

**Project Notes:**

The sub-grantee is not requesting direct administrative costs that are directly chargeable to this specific project. Associated eligible work is related to administration of this PA project only and in accordance with 44 CFR §13.22. These costs are treated consistently and uniformly as direct costs in all Federal awards and other sub-grantee activities and are not included in any approved indirect cost rates.

As described in 44 CFR 13.43, applicant must maintain all work related records for a period of three (3) years from applicant closure (final payment), all records relative to this project worksheet are subject to examination and audit by the State, FEMA and the Comptroller General of the United States and must reflect work related to disaster specific costs.

**HAZARD MITIGATION PROPOSAL:** No measure has been considered and is Not Applicable. No further action is required for the HMP.

**PROCUREMENT:** The Sub recipient was advised by FEMA PAC and/or Project Specialist that in the seeking of proposals and letting of contracts for eligible work, the Sub recipient must comply with its Local, State and/or Federal procurement laws, regulations, and procedures as required by 2 CFR 317-326.

**RECORD RETENTION:** As described in 2 CFR 200.33 Sub recipient must maintain all work-related records for a period of three (3) years from Sub recipient closure (final payment), all records relative this project worksheet are subject to examination and audit by the State, FEMA and the Comptroller General of the United States and must reflect work related to disaster specific costs.

**PERMITS:** Federal Funding is contingent upon acquiring all necessary Federal, State and Local permits. Noncompliance with this requirement may jeopardize the receipt of federal funds. The Sub recipient is responsible for obtaining all required permits prior to the commencement of work.

**ENVIRONMENTAL AND HISTORIC PRESERVATION:** Sub recipient must comply with all applicable environmental and historic preservation laws. Federal funding is contingent upon acquiring all necessary Federal, State and Local permits. Noncompliance with this requirement may jeopardize the receipt of federal funds.

**CHANGES TO SCOPE OF WORK DESCRIBED IN THIS PW/SA (SUBGRANT APPLICATION):** The Sub recipient shall comply with all applicable codes and standards in the completion of eligible work to repair or replace damaged public facilities. Any change to the approved scope of work on a Project Worksheet (PW/SA) must be reported and approved before work begins. Failure to report changes may jeopardize Federal and State funding. In the case of a change in scope of work, the applicant should immediately notify, North Carolina Division of Emergency Management prior to starting work.

**INSURANCE REVIEW:** The Sub recipient is aware that all projects are subject to an insurance review as stated in 44 C.F.R. Sections 206.252 and 206.253. If applicable, an insurance determination will be made either as anticipated proceeds or actual proceeds in accordance with the Sub recipient's insurance policy which may affect the total amount of the project. Approval of this project may result in an obtain/maintain insurance requirement. The Sub recipient must comply with insurance reviewer terms and conditions upon receipt of sub-grant from the State.

Does the Scope of Work change the pre-disaster conditions at the site?  Yes  No

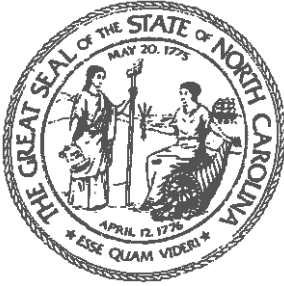
Special Considerations included?  Yes  No

Hazard Mitigation proposal included?  Yes  No

Is there insurance coverage on this facility?  Yes  No

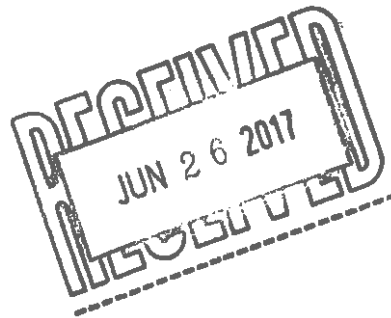
**PROJECT COST**

ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
*** Version 0 ***					
Work Completed					
1	0000	Work Completed	0/LS	\$ 0.00	\$ 0.00
2	9001	Contract	1/LS	\$ 25,000.00	\$ 25,000.00
3	9009	Material	1/LS	\$ 4,299.39	\$ 4,299.39
Work To Be Completed					
4	0000	Work to be Completed	0/LS	\$ 0.00	\$ 0.00
5	9001	Contract	1/LS	\$ 119,300.00	\$ 119,300.00
6	9001	Contract	1/LS	\$ 45,000.00	\$ 45,000.00
7	9001	Contract	1/LS	\$ 10,000.00	\$ 10,000.00
8	9009	Material	1/LS	\$ 80,700.00	\$ 80,700.00
<b>TOTAL COST</b>					<b>\$ 284,299.39</b>
PREPARED BY KAREN BARBER			TITLE PA Project Specialist	SIGNATURE <i>[Signature]</i>	
APPLICANT REP. William Roberson			TITLE Finance Director	SIGNATURE <i>William Roberson 4-11-17</i>	



ROY COOPER  
Governor

ANTHONY M. COPELAND  
Secretary



June 21, 2017

Mr. Scott Sauer  
County Manager  
Bertie County  
P.O. Box 530  
Windsor, NC 27983

Re: FY 16/17 Disaster Recovery Infrastructure Award Notification  
Contract Ref #: 2017-144-3214-2593  
Title: "EMS Station One"

Dear Mr. Sauer:

Pursuant to the authority granted in Section 4.1(8) of Session Law 2016-124, of the act entitled Disaster Recovery Act of 2016, I am pleased to announce that Bertie County has been selected for funding in the amount of \$300,000 to assist with your recovery efforts.

My staff and I look forward to working with you on this important project. If you have any questions, please contact the program director, Melody Adams at (919) 814-4661 or [melody.adams@nccommerce.com](mailto:melody.adams@nccommerce.com).

Sincerely,

Anthony M. Copeland  
Secretary of Commerce

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# BUDGET AMENDMENT

# 18-02				
INCREASE				INCREASE
10-5860-5399-95	\$ 33,067	EDTAP	10-0025-4586-03	\$ 33,067
12-5380-5399-95	\$ 22,045	EDTAP	12-0025-4586-03	\$ 22,045
12-5380-5399-94	\$ 7,432	WF	12-0025-4531-10	\$ 7,432
10-6100-5695-20	\$ 40,559	RGP	10-0025-4585-04	\$ 40,559
TO SETUP BUDGET FOR ROAP TRANSPORTATION MONEY FROM STATE				
INCREASE				INCREASE
10-6100-5695-20	\$ 16,294	RGP	10-0090-4991-99	\$ 16,294
TO CARRY OVER GRANT MONEY FROM PREVIOUS YEAR:				
ROAP - RURAL GENERAL PUBLIC TRANSPORT - CPT				
INCREASE				DECREASE
10-0025-4586-02	\$ 4,217		10-0090-4991-99	\$ 2,512
				INCREASE
			10-5860-5351-10	\$ 1,705
REVISED BUDGET FROM HCCBG / REALLOCATE FUNDS (MID-EAST)				
INCREASE				INCREASE
10-4335-5540-00	\$ 38,977	EMS	10-0090-4991-99	\$ 38,977
CARRY OVER - PURCHASE ORDER NOT COMPLETED IN PREVIOUS YEAR				
EMS - VEHICLE				
INCREASE				INCREASE
10-0025-4490-11	\$ 72,707		10-6100-5697-10	\$ 72,707
TO SETUP BUDGET FOR CASHIE RIVER DRAINAGE SYSTEM				
DECREASE				DECREASE
10-0050-4851-10	\$ 6,494		10-6310-5351-00	\$ 6,494
ADJUST TO MATCH FEMA REIMBURSEMENT - (LIBRARY TEMPORARY LOCATION)				
INCREASE				INCREASE
10-0025-4301-21	\$ 80,000	BLUE JAY	10-4190-5351-08	\$ 80,000
TO INCREASE BUDGET - BLUE JAY PARK (NC DNCR GRANT)				
APPROVED ___ / ___ /2017				



# BUDGET AMENDMENT

# 18-02					
INCREASE			INCREASE		
10-5860-5399-95	\$	33,067	EDTAP	10-0025-4586-03	\$ 33,067
12-5380-5399-95	\$	22,045	EDTAP	12-0025-4586-03	\$ 22,045
12-5380-5399-94	\$	7,432	WF	12-0025-4531-10	\$ 7,432
10-6100-5695-20	\$	40,559	RGP	10-0025-4585-04	\$ 40,559
TO SETUP BUDGET FOR ROAP TRANSPORTATION MONEY FROM STATE					



# Application for Transportation Operating Assistance

## *FY2018 Rural Operating Assistance Program Funds*

Name of Applicant (County)	Bertie County
County Manager	Scott Sauer
County Manager's Email Address	<a href="mailto:Scott.sauer@bertie.nc.gov">Scott.sauer@bertie.nc.gov</a>
County Finance Officer	William Roberson
CFO's Email Address	<a href="mailto:William.roberson@bertie.nc.gov">William.roberson@bertie.nc.gov</a>
CFO's Phone Number	(252) 794-5360
Person Completing this Application	Venita Thompson
Person's Job Title	Aging Services Director
Person's Email Address	<a href="mailto:Venita.thompson@bertie.nc.gov">Venita.thompson@bertie.nc.gov</a>
Person's Phone Number	(252) 794-5315
Community Transportation System	Choanoke Public Transportation Authority
Name of Transit Contact Person	Pamela Perry
Transit Contact Person's Email Address	pperry@choanokepta.org

Application Completed by: *Venita Thompson* Date: 08/18/17  
Signature

**I certify that the content of this application is complete and accurately describes the county's administration of the ROAP Program, and the use of the ROAP funds in accordance with applicable state guidelines. I certify and understand that if the quarterly milestone reports are not submitted on or before the due dates that ½ of 1 percent per business day, beginning the day after the due date until the date the report is received, will be deducted from the following quarter's disbursement. I certify and understand that any quarterly unspent funds will be deducted from the following quarter's allocation and the total amount of unspent funds at the end of the period of performance will be deducted from the following year's allocation.**

County Manager: *Scott T. Sauer* Date: 08-21-2017  
Signature

County Finance Officer: *William Roberson* Date: 8-21-17  
Signature

## Application Instructions

County officials should read the **ROAP Program Administration Guide** which contains guidance on the administration of the ROAP Program and information about the preparation of grant applications.

- The application must be completed by an official of the county or his/her designee.
- Click on the **gray rectangle** and type each answer. If necessary, the text will automatically wrap to the next row. The answer may wrap to the next page if necessary.
- If the county wishes to explain their response to any questions or provide more information, the county may include additional pages with this application form. All the pages of the application and any pages added by the applicant should be scanned into the same file.
- If there are questions regarding this application, contact the NCDOT-PTD Mobility Development Specialist assigned to the area served by the transit system.

### FY2018 ROAP Program Schedule

Application Deadline	August 21, 2016
Quarter 1 Disbursement	September 15, 2017
Quarter 1 Milestone Report due	October 31, 2017
Quarter 2 Disbursement	No Disbursement
Quarter 2 Milestone Report due	January 31, 2018
Quarter 3 Disbursement	January 15, 2018
Quarter 3 Milestone Report due	April 30, 2018
Quarter 4 Disbursement	April 15, 2018
Quarter 4 Milestone Report due	July 31, 2018

### County’s Management of ROAP Funds

County governments or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with municipalities or counties served) are the only eligible applicants for ROAP funds. As a recipient of ROAP funds, the county must implement administrative processes that will ensure the following:

- ROAP funds are expended on needs identified through a public involvement and/or planning process
- **ROAP funds are expended on only eligible activities as described in Appendix A of the ROAP Guidance. A county that uses any ROAP funds for non-public transportation trips will have a penalty of 10% assessed on all amounts of ROAP funds misspent.**
- Supporting documentation of expenditures is maintained
- Service recipients meet eligibility requirements and their eligibility is documented
- Trips funded with ROAP funding are monitored and evaluated throughout the period of performance
- An accounting of trips and expenditures is provided in quarterly reports to NCDOT
- ROAP funds received and expended are included in the local annual audit

Transportation Needs and Public Involvement in Funding Decisions	Yes	No
A. Did the county ask the Community Transportation Advisory Board (TAB), which is affiliated with the Community Transportation System, to recommend how the ROAP funds should be sub-allocated?		<b>X</b>
B. Were outreach efforts conducted to inform agencies about the availability of ROAP funds and to discuss transportation needs BEFORE the county decided how to sub-allocate the ROAP funds?		<b>X</b>

C. Is the method used to sub-allocate the ROAP funds fair and equitable? Open and transparent?	X	
<b>Financial Management of ROAP Funds</b>	<b>Yes</b>	<b>No</b>
D. Does the county pass through any ROAP funds to agencies or organizations that are not county governmental departments or agencies?	X	
E. If yes, does the county have a written agreement with these agencies that addresses the proper use, return and accountability of these funds? <i>(Include a sample agreement with application)</i>	X	
F. Do any of the organizations or departments receiving ROAP funds plan to use private transit contractors to provide the ROAP funded trips? <i>(Their procurement practices will need to meet all federal and state requirements for procurement of professional services.)</i>	X	
G. Are ROAP funds being deposited in an interest bearing account?	X	
H. Does the county provide any local funds for transportation operating assistance to any of the ROAP sub-recipients in addition to the state ROAP funds?		X
I. Is supporting documentation maintained for all ROAP grant financial transactions for five years? <b>IMPORTANT: Yes is the only correct answer.</b>	X	
<b>Monitoring and Oversight Responsibilities</b>	<b>Yes</b>	<b>No</b>
J. Does the county require the subrecipients of ROAP funds to provide progress reports and statistical data about the trips provided with ROAP funds?		X
K. If progress reports and/or operating statistical reports are required by the county, how frequently are these provided to the county for evaluation?		
L. Does the county require the subrecipients of ROAP funds to use the coordinated transportation services of the federally funded Community Transportation System operating in the county?		X
<b>Accountability to North Carolina Taxpayers</b>	<b>Yes</b>	<b>No</b>
M. Is the county prepared to provide documentation that an eligible citizen was provided an eligible service or trip on the billed date, by whatever conveyance, at the specified cost?	X	



## Employment Transportation Assistance Program

The Employment Transportation Assistance Program (EMPL) is intended to help DSS clients that transitioned from Work First or TANF in the last 12 months, Workforce Development Program participants and/or the general public to travel to work, employment training and/or other employment related destinations.

Organizations or Departments Receiving EMPL Funds	How will the transportation services be provided	Name of Transportation Provider	EMPL Suballocation	Estimated One Way Trips	Avg. Cost of Trip
Bertie County DSS	Public Transportation	CPTA/Private	\$ 7,432	708	\$ 10.50
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
<b>TOTAL</b>			<b>\$ 7,432</b>	<b>708</b>	

### Employment Transportation Program Questions

S. What will be the purposes of the transportation services provided with EMPL funds? *(Check all that apply)*

Job interviews, job fair attendance, job readiness activities or training  
 Transportation to workplace (Scheduled by the individual only. No agency scheduled trips.)  
 Child(ren) of working parent transported to Child Care

T. Describe the eligibility criteria to be used in this county to determine who will be provided EMPL funded trips.

Employment Transportation Assistance Program Questions (con't)	Yes	No
U. Does the federally funded Community Transit System operating in your county receive a sub-allocation of EMPL funds?		<b>X</b>
V. Will any of the subrecipients of EMPL funds charge a fare for an EMPL funded trip?		<b>X</b>
W. Has the county transferred any EMPL funds to EDTAP or RGP in the last two years?	<b>X</b>	
X. Will any of the subrecipients use their EMPL sub-allocation as matching funds for any of the following programs? <i>(Matching funds for operating assistance or purchase of service only.)</i> 5310 – Elderly Individuals and Individuals with Disabilities Program 5311 - Non-urbanized Area Formula Program 5316 – Job Access and Reverse Commute Program (JARC) 5317 – New Freedom Program		<b>X</b>
Y. EMPL funded trips are expected to be provided throughout the entire year. If the EDTAP funds are expended in less than a year, will the county provide county funds to prevent the discontinuation of transportation trips?		<b>X</b>

## Rural General Public Program

The Rural General Public Program assistance funds are intended to provide transportation services for individuals from the county who do not have a human service agency or organization to pay for the trip. The county, in consultation with the Community Transportation System, must determine the RGP services to be provided with the RGP funds. RGP funds are only available to Coordinated Transportation Systems offering general public transportation in the non-urbanized area of the county.

Organizations or Departments Receiving RGP Funds	How will the transportation services be provided	Name of Transportation Provider	RGP Suballocation	Estimated One Way Trips	Avg. Cost of Trip
CPTA	Using Vans/Buses	CPTA	\$ 56853	4183	\$ 13.59
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
<b>TOTAL</b>			\$		

Rural General Public Transportation Program Questions			
<b>Z. What will be the trip purposes of the transportation services provided with RGP funds? (Check all that apply)</b>			
<input checked="" type="checkbox"/> Personal care activities, medical appointments, pharmacy pick-up, shopping, bill paying, meetings, classes, banking <input checked="" type="checkbox"/> Job interviews, job fair attendance, job readiness activities or training, GED classes <input checked="" type="checkbox"/> Transportation to workplace (Scheduled by the individual only. No agency scheduled trips.) <input type="checkbox"/> Child(ren) of working parent transported to child care <input type="checkbox"/> Group field trips/tours to community special events (Federal charter regulations apply to transit.) <input type="checkbox"/> Overnight trips to out-of-county destinations (Federal charter regulations apply to transit.) <input checked="" type="checkbox"/> Human service agency appointments			
Rural General Public Program Questions (con't)		Yes	No
<b>AA. Will RGP trips be provided for citizens who need transportation but don't have a human service agency or organization to pay for the trip?</b>		<b>X</b>	
<b>AB. Since the subrecipient can only use RGP funds to pay for 90% of the cost of a trip, will the Community Transportation System use fare revenue to generate the local 10% match requirement for RGP funds?</b>		<b>X</b>	
<b>AC. Will RGP funded trips be coordinated on vehicles with human service agency trips?</b>		<b>X</b>	
<b>AD. Will the Community Transportation System use any of their RGP sub-allocation as matching funds for any of the following programs? (Matching funds for operating assistance or purchase of service only)</b>  5310 – Elderly Individuals and Individuals with Disabilities Program 5311 - Non-urbanized Area Formula Program 5316 – Job Access and Reverse Commute Program (JARC) 5317 – New Freedom Program			<b>X</b>
<b>AE. Is any part of the county in an urbanized area according to the 2010 census?</b>			<b>X</b>

AF. RGP funded trips are expected to be provided throughout the entire year. If the RGP funds are expended in less than a year, will the county provide county funds to prevent the discontinuation of transportation trips?	<b>Service Remains</b>	
--	------------------------	--

# BUDGET AMENDMENT

<b>BUDGET AMENDMENT</b>				
		# 18-02		
	INCREASE			INCREASE
10-6100-5695-20	\$	16,294	RGP	10-0090-4991-99
				\$ 16,294
<b>TO CARRY OVER GRANT MONEY FROM PREVIOUS YEAR:</b>				
ROAP - RURAL GENERAL PUBLIC TRANSPORT - CPT				



**NCDOT ROAP Report**  
**Rural Operating Assistance Program (ROAP)**  
**July 1, 2016 - June 30, 2017**

1	Name of County or Eligible Authority	Bertie 08
2	Date	August 16, 2017
3	Finance Officer	William Roberson
4	Phone Number	(252)794-5360
5	Transit System Name	Choanoke Public Transportation Authority 091
6	Person(s) Completing this Report	Pamela Perry
7	Phone Number	252-539-2022

<b>8 Reconciliation of FY17 ROAP funds for County or Eligible Authority</b>			
EDTAP Funds Disbursed to County	\$ 54,896.00	EDTAP Funds Unexpended	\$ 349.04
EMPL Funds Disbursed to County	\$ 7,432.00	EMPL Funds Unexpended	\$ -
RGP Funds Disbursed to County	\$ 56,853.00	RGP Funds Unexpended	\$ 16,293.95
<b>Total Disbursed to County</b>	<b>\$ 119,181.00</b>	<b>Amount Owed to NCDOT</b>	<b>\$ 16,642.99</b>

<b>9 Elderly and Disabled Transportation Assistance Program</b>			
TOTAL Available EDTAP Funds	\$ 62,328.00	Number of EDTAP funded trips provided	10,434
Expended EDTAP Funds	\$ 61,978.96	Cost of EDTAP funded trip	5.94
Unexpended EDTAP Funds	\$ 349	% of EDTAP funded trips provided by the transit system	27%

<b>10 Employment Transportation Program</b>			
TOTAL Available EMPL Funds	\$ -	Number of EMPL funded trips provided	-
Expended EMPL Funds	\$ -	Cost of EMPL funded trip	-
Unexpended EMPL Funds	\$ -	% of EMPL funded trips provided by the transit system	0%

<b>11 Rural General Public Transportation Program</b>			
TOTAL Available RGP Funds	\$ 61,359.57	Number of RGP funded trips provided	3,423
Expended RGP and Local Share Funds	\$ 45,065.62	Cost of RGP funded trip	13.17
Unexpended RGP Funds	\$ 16,293.95	% of RGP funded trips provided by the transit system	0%

**I hereby certify that, to the best of my knowledge, the following information is accurate and complete. I further certify that all funds were expended in accordance with applicable federal, state, and local guidelines. I understand that any unexpended amount will be withheld from the FY16-17 ROAP allocation.**

12	Signature of County Finance Officer or Authority Executive Director	Date
----	---	------

13	Unexpended ROAP funds (over \$50.00) will be returned to the NCDOT Public Transportation Division. Do not send a check with the ROAP Report. Checks will be returned if received. After an NCDOT review of this report, the amount to the right will be withheld from the county's FY16-17 ROAP allocation.	\$ 16,642.99
----	---	--------------

14a In the space below, provide a detailed explanation if 10% or more of the EDTAP funds allocated to the county are being returned to NCDOT

14b In the space below, provide a detailed explanation if 10% or more of the EMPL funds allocated to the county are being returned to NCDOT

14c In the space below, provide a detailed explanation if 10% or more of the RGP funds allocated to the county are being returned to NCDOT

# BUDGET AMENDMENT

# 18-02				
INCREASE		DECREASE		
10-0025-4586-02	\$	4,217	10-0090-4991-99	\$
				2,512
				INCREASE
			10-5860-5351-10	\$
				1,705
REVISED BUDGET FROM HCCBG / REALLOCATE FUNDS (MID-EAST)				

NAME AND ADDRESS  
 COMMUNITY SERVICE PROVIDER  
 Bertie County Council on Aging Senior Center  
 103 W. School Street  
 Windsor, NC 27983

Home and Community Care Block Grant for Older Adults

DAAS-732 (Rev. 2/16)  
 County Bertie  
 July 1, 2017 through June 30, 2018  
 REVISION # , DATE :

County Funding Plan

Provider Services Summary

Services	Ser. Delivery (Check One) Direct Purch.	Block Grant Funding		Access	A		B	C	D	E	F	G	H	I
		In-Home	Other		Total	Required Local Match								
Congregate (180)	X		50000		50000	5556	5556	8700	64256	10118	5.4908	1843	11600	
HDM (020)	X		44000		44000	4889	4889	7238	56127	9009	5.4267	1660	9650	
Gen. Transp. (250)	X			24000		2667	2667		26667	2609	10.2204	255	2699	
Med. Transp. (033)	X			2900		322	322		3222	300	10.7400	28	300	
Personal Care (042)	X			47000		5222	5222		52222	3700	14.1141	262	3700	
Senior Ctr. Oper. (170)	X				18682	2076	20758		20758	(2380)				
Hous. & Home Imp (143)	X				20000	2222	22222		22222	(1105)				
						0	0		0					
						0	0		0					
						0	0		0					
						0	0		0					
						0	0		0					
						0	0		0					
						0	0		0					
						0	0		0					
<b>Total</b>			132682		206582	22954	229536	15938	245474	25736		4048	27949	

\*Adult Day Care & Adult Day Health Care Net Service Cost  
 ADC  
 ADHC

Certification of required minimum local match availability.  
 Required local match will be expended simultaneously  
 with Block Grant Funding.

*William Johnson* 8-30-17 Date  
 Signature, County Finance Officer

*[Signature]* 8/30/17 Date  
 Authorized Signature/ Title  
 Community Service Provider  
 Signature, Chairman, Board of Commissioners Date

# BUDGET AMENDMENT

<b>BUDGET AMENDMENT</b>				
		# 18-02		
	INCREASE			INCREASE
10-4335-5540-00	\$	38,977	EMS	10-0090-4991-99 \$ 38,977
<b>CARRY OVER - PURCHASE ORDER NOT COMPLETED IN PREVIOUS YEAR:</b>				
EMS - VEHICLE				

08/21/2017 14:29  
wroberso

BERTIE COUNTY  
PURCHASE ORDER INQUIRY PROFILE REPORT

P 1  
poinquiry

Purchase Order Type Normal Fiscal Yr 2017 11 PO# 00006474  
 Batch 1 PO Date 05/19/2017  
 Requisition 00006943  
 Department Code 4330 EMERGENCY MANAGEMENT  
 Allocation Code 0000  
 Review Code  
 Buyer ID wroberso William Roberson  
 Needed By Date  
 General Commodity  
 Vendor 000065 BILL CLOUGH FORD  
 Work Order 000000000  
 Activity 0 P O BOX 625  
 WINDSOR, NC 27983  
 Ship To Address 4330 BERTIE COUNTY EMERGENCY MGT  
 PO BOX 530  
 106 DUNDEE STREET  
 WINDSOR, NC 27983  
 Ship To Reference  
 Shipping Method  
 Bill To Address 4330 BERTIE COUNTY EMERGENCY MGT  
 PO BOX 530  
 106 DUNDEE STREET  
 WINDSOR, NC 27983

PO Description EMERGENCY MANAGEMENT F250  
 Special Handling None Status Closed Distribution 1

Total PO Amount \$37,835.50  
 Liquidated \$ 0.00  
 Canceled \$37,835.50  
 Open Encumbrance \$ 0.00

+ TAGS/TAXES

Line Item Details

Line 001 Commodity

Req 6943 Qty 1.00 UOM EACH Unit Price 37835.50000  
 % Disc 0.00 Credit 0.00 Freight 0.00

Line Item Total \$37,835.50  
 Qty Received 0.00 Liquidated \$ 0.00  
 Qty Canceled 1.00 Canceled \$37,835.50  
 Line Item Open Encumbrance \$ 0.00

Description  
 F250 WITH SERVICE BODY

Department 4330 1099 Box Fixed Asset Y Needed By  
 Quote Bid  
 Ship To Address 4330 BERTIE COUNTY EMERGENCY MGT  
 PO BOX 530  
 106 DUNDEE STREET  
 WINDSOR, NC 27983

Ship To Reference

# BUDGET AMENDMENT

<b>BUDGET AMENDMENT</b>				
		# 18-02		
		INCREASE		INCREASE
10-0025-4490-11	\$	72,707	10-6100-5697-10	\$ 72,707
TO SETUP BUDGET FOR CASHIE RIVER DRAINAGE SYSTEM				



(LONG-TERM ECONOMIC ADVANCEMENT FOUNDATION)

June 7, 2017

**BOARD OF DIRECTORS**

**BARRY Z. DODSON**  
CHAIR  
STONEVILLE, NC

**MURCHISON "BO" BIGGS**  
LUMBERTON, NC

**S. LAWRENCE DAVENPORT**  
GREENVILLE, NC

**DON FLOW**  
WINSTON-SALEM, NC

**JIM GARDNER**  
ROCKY MOUNT, NC

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HENDERSON, NC

**RANDY ISENHOWER**  
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RALEIGH, NC

**RALPH N. STRAYHORN, III**  
CHARLOTTE, NC

**JEROME VICK**  
WILSON, NC

**PRESIDENT**  
**DAN GERLACH**

Mr. William Barrow  
Cooperative Extension Director  
County of Bertie  
PO Box 530  
Windsor, North Carolina 27983

Dear Mr. Barrow:

I am pleased to inform you that the Board of Directors of the Golden LEAF Foundation has approved a grant for your project, "Flooding in the Cashie River Drainage System," in the amount of \$72,707.00. We trust that this support will further your work to the benefit of North Carolinians.

Enclosed are two copies of our Grantee Acknowledgement and Agreement, which includes details regarding administration of the grant, including the payment schedule and reporting requirements. Please read your grantee agreement carefully and take note of special conditions that may apply to your grant award.

We require that grantees become acquainted with Golden LEAF's policies governing grants by attending a grants management workshop. We will provide you the dates and locations of upcoming workshops in the near future.

Upon receipt of one original signed Grantee Acknowledgement and Agreement form, documentation that any requisite conditions have been met, and a written request for payment, we will make the first disbursement of funds in connection with your project. As outlined in the Grantee Acknowledgement and Agreement, subsequent payments will be forwarded upon the receipt of the required reports. Reporting forms can be accessed at our website, [www.goldenleaf.org](http://www.goldenleaf.org), or by contacting us at 888-684-8404 or at [programs@goldenleaf.org](mailto:programs@goldenleaf.org).

All publicity and printed materials regarding projects or activities funded in whole or in part by this grant should contain the following language: "This project received support from the Golden LEAF Foundation." The Golden LEAF logo is to be displayed in all of the publicity and printed materials relating to this grant. Please contact Jenny Tinklepaugh ([jtinklepaugh@goldenleaf.org](mailto:jtinklepaugh@goldenleaf.org)) for digital versions of the logo.

Mr. William Barrow  
June 7, 2017  
Page 2

Please let me or any member of our programs staff know if you have any questions regarding your grant, its conditions, or reporting requirements. We stand ready to be of assistance to you at any time. Once again, on behalf of the Board, congratulations on your grant award. We look forward to learning about your accomplishments.

Sincerely,



Dan Gerlach  
President

DG:bs

Enclosures: as stated



# BUDGET AMENDMENT

# 18-02			
	DECREASE		DECREASE
10-0050-4851-10	\$ 6,494	10-6310-5351-00	\$ 6,494
ADJUST TO MATCH FEMA REIMBURSEMENT - (LIBRARY TEMPORARY LOCATION)			

<b>PA-04-NC-4285-PW-01682(0)</b> <u>P</u>	
Applicant Name:	Application Title:
BERTIE (COUNTY)	2-B1969 Bertie County Lawrence Memorial Public Library
Period of Performance Start:	Period of Performance End:
10-10-2016	04-10-2017

### **Subgrant Application - Entire Application**

**Application Title:** 2-B1969 Bertie County Lawrence Memorial Public Library

**Application Number:** PA-04-NC-4285-PW-01682(0)

**Application Type:** Subgrant Application (PW)

Bundle Reference # (Amendment #)	Date Awarded

### **Subgrant Application - FEMA Form 90-91**

**Note:** The Effective Cost Share for this application is 75%

FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET						
DISASTER		PROJECT NO.	PA ID NO.	DATE	CATEGORY	
FEMA	4285 - DR -NC	2-B1969	015-99015-00	08-30-2017	B	
APPLICANT: BERTIE (COUNTY)				WORK COMPLETE AS OF: 08-30-2017 : 50 %		
Site 1 of 1						
DAMAGED FACILITY:				COUNTY: Bertie		
Lawrence Memorial Public Library						
LOCATION:				LATITUDE:	LONGITUDE:	
Current Version: Lawrence Memorial Public Library 111 Hwy 13 Bypass North Windsor, NC 27983 GPS: 36.007943, -76.955902				36.007943	-76.955902	
DAMAGE DESCRIPTION AND DIMENSIONS:						
<p>Current Version: During the incident period of October 4th through October 24th, 2016, Hurricane Matthew entered the southern border of North Carolina and traveled north causing widespread torrential rainfall, hurricane force winds, record level tidal action and extensive flooding throughout Central and Eastern North Carolina counties which included Bertie County, specifically the Lawrence Memorial Public Library. The impact of Hurricane Matthew resulted in an immediate threat to life, public health, safety and property throughout Bertie County.</p> <p>Hurricane Matthew caused the Cashie River to rise pushing approximately 5 feet of flood water into the community. As a result of the rising river, the Lawrence Memorial Public Library sustained major damage to the ceilings, walls, carpets, tiles, fixtures, furniture, supplies, books, windows and doors. Due to repeated flooding and located in floodplain the proposal to relocate the library in the same building was withdrawn.</p> <p>Hurricane Matthew brought devastating flooding, strong winds, and moderate to major storm surges to the coast of Eastern North Carolina. Because of the damages incurred, The Lawrence Memorial Public Library measuring approximately 7,000 square feet and currently in the floodplain, have to temporarily relocate their operations facility to a rented space described as the easternmost rental space of the Food Lion shopping center which is approximately 4,680 square feet and located at 111 Highway 13 Bypass North, Windsor, NC.</p>						

The Bertie County Lawrence Memorial Public Library provides essential services to the community. Because the library was previously housed in a facility that has since been deemed unsafe to be occupied in future, the library is eligible for relocation of their operations facility according to the Stafford Act, Section 403 (a), (3), (D) – provision of temporary facilities for schools and other essential community services.

The property, temporarily leased for three years by the Lawrence Memorial Public Library from Windsor Square, LLC, at \$2,500.00 per month is listed in the deed at Book 693, Page 238 in the Office of the Bertie County Register of Deeds.

Having sustained significant flood damages to the ceilings, walls, carpets, tiles fixtures, furniture, supplies, hardware, books, windows and doors of their previous 7,000 square feet building, the Applicant is claiming the the cost of relocation including:

Work to be Completed

Furniture and Supplies - (Please see attached list for further details)

All ceilings, walls, carpets, tiles fixtures, furniture, supplies, hardware, books, windows and doors to be modified to suit the needs of library.

Book Returns (1) 53 ¼" x 24" x 37 ¼"

Mobile Computer Workstations

Standup Work Stations (2)

Laptop Stands

Access Stations 24" D (1)

Access Stations 30" D (5)

High-capacity Book Spinners (1)

Community Matte Chairs (4)

Double Mobile Computer Desks (2)

Mobile Feature Islands (1) 60" x 48" x 24"

Mobile Feature Islands (1) 8" x 22" x .5"

Sign Holders for Mobile Feature Islands

Boss Task Stools (1)

Costco 6 ft. Centerfold Blow Molded Folding Tables (2)

Whirlpool 18.7 cubic feet Refrigerator (1)

11-Drawer Microfilm Cabinets (1) 51 5/8" x 25" x 28 5/8"

Community Lincoln Tables & Addison Chair Sets (2) 48" diameter

Wooden Mallet Dakota Wave Big & Tall Chair (1) 33.5" x 21.2" x 23 ¼"

Wooden Mallet Dakota Wave Chair with Arms (2) 33.5" x 30" x 23 ¼"

Wooden Mallet Coffee Table (1) 21" x 46.5" x 20 ¾"

Sandusky Lee 4 Drawer Lateral Filing Cabinet (1) 54" x 42" x 19 ¼"

Work to be Completed

Contracts

1) Three (3) Honeywell 8,000 Thermostats & service 3 heat pumps were to be installed.

2) The front building sign, circuits, photocells and receptacles in the center post for the computer area as well as the ballasts and lamps in multiple fluorescent fixtures.

3) Ten (10) CAT5e Jacks/Wiring and 1 Door Locking System/Wiring.

SCOPE OF WORK:

Current Version:

Work to be Completed

**Furniture and Supplies - (Please see attached list for further details)**

The Applicant intends to repair, refit and install all ceilings, walls and carpets, tiles fixtures, furniture, supplies, hardware, books, windows and doors.

Replace damaged book returns (1) 53 1/4" x 24" x 37 1/4" at a cost of \$3,667.00 each = \$3,667.00

Install Opac Euroflex stand-up workstations (2) 44.5" x 29.5" x 19 5/8" at a cost of \$269.99 each = \$539.98

Install access stations 24" D (1) 22" x 32" x 72" at a cost of \$609.00 each = \$609.00

Install access stations 30" D (5) 22" x 32" x 84" at a cost of \$744.00 each = \$3,720.00

Install high-capacity book spinners (1) 57" x 24" x 24" at a cost of \$879.99 each = \$879.99

Install community mat chairs (4) 29" x 15" x 15" at a cost of \$199.99 each = \$799.96

Install double mobile computer desks (2) at a cost of \$238.99 each = \$477.98

Install mobile feature islands book display (1) 60" x 48" x 24" at a cost of \$1,269.99 each = \$1,269.99

Install mobile feature islands sign holders (1) 8" x 22" x 1/4" at a cost of \$54.99 each = \$54.99

Install boss task stools (1) 39-44" x 25" x 20.5" at a cost of \$149.99 each = \$149.99

Install cosco 6 ft. centerfold blow molded folding tables (2) at a cost of \$68.89 each = \$137.78

Replace Whirlpool 18.7 cubic feet bottom freezer refrigerator (1) at a cost of \$899.00 each = \$899.00

Replace 11-drawer microfilm cabinets (1) 51 5/8" x 25" x 28 5/8" at a cost of \$2,539.99

Install community Lincoln tables & Addison chair sets (2) 48" diameter at a cost of \$1,349.99 each = \$2,699.98

Install Wooden Mallet Dakota Wave Big & Tall Chair (1) 33.5" x 21.5" x 23 1/4" at a cost of \$169.99 each = \$169.99

Replace Wooden Mallet Dakota Wave Chair with Arms (2) 33.5" x 30" x 23 1/4" at a cost of \$259.99 each = \$519.98

Replace Wooden Mallet Coffee Table (1) 21" x 46.5" x 20 1/4" at a cost of \$359.99 each = \$359.99

Install Sandusky Lee 4 drawer lateral filing cabinet (1) 54" x 42" x 19 1/4" at a cost of \$624.99 each = \$624.99

**Total Estimated Costs for Furniture and Supplies Replacement = \$20,119.59**

**Contracts**

1) Bertie Electric Heating and A/C, 2237 US Hwy 17 N, Merry Hill, NC 27957, (252) 482-1702: The Applicant intends to utilize this contractor to install 3 Honeywell 8,000 Thermostats & service 3 heat pumps at the new library in Windsor Square at an estimated cost of \$1,200.00

2) Jernigan Electrical Service Co., 252 Mt. Olive Road, Windsor, NC 27983, (252) 348-2750: The Applicant intends to utilize this contractor to wire in a new front building sign adding a time clock, new circuits and photocell as needed. Install new receptacles in center post for computer area. Change ballasts and lamps in multiple fluorescent fixtures and retrofit to accept new energy efficient T-8 lamps and ballasts. Remove and replace receptacles as needed at an estimated cost of \$4,800.00

3) Bertie Information Technology Center, 106 Dundee Street, Windsor, NC 27983, (252) 794-5325: The Applicant intends to utilize this contractor to install 10 CAT5e Jacks/Wiring and 1 Door Locking System/Wiring at an estimated cost of \$6,000.00

**Total Estimated Contract Costs for Work to be Completed = \$12,000.00**

**Total Work to be Completed Cost: \$32,119.59**

**Work Completed**

**Contracts**

1) Dunlow's Carpet Service 144 West Askewville Road, Windsor, NC 27983 (252) 794-3613: Replace all carpets and tiles at a cost of \$13,596.07 (Please see attached Invoices and Checks)

2) Michel Bond P. O. Box 211, Windsor, NC 27983: Repaired all walls, windows and doors at a cost of \$6,384.00 (Please see attached Invoices and Checks)

3) Windsor Square, LLC, located at P. O. Box 8699, Greenville, NC 27835 (252) 946-9219: Landlord/Rent at a cost of \$2,500.00 per month (Please see attached lease and Check) for 12 months = \$30,000.00

4) Williamston Glass & Mirror, Inc. 403 Washington Street, Williamston, NC 27892: Replaced all glass windows in the interior offices at a

cost of \$850.00  
(Please see attached Invoices and Check)

Total Contract Services for Work Completed = \$50,830.07

**Materials:**

1) W. H. Basnight & Co. Inc. P. O. Box 1365, Ahoskie, NC 27910 (252) 332-3131: Replaced building supplies and hardware at a cost of \$75.52 (Please see attached Invoice and Check)

2) The Sherwin-Williams Co. 719 Memorial Drive E, Ahoskie, NC 27910 (252) 332-3504: Paint and primer at a cost of \$481.61 (Please see attached Invoices, Receipts and Checks)

Total Materials: \$557.13

Total Costs for Work Completed \$51,387.20

Total Project Costs = \$83,506.79

**PROJECT NOTES:**

1. **DIRECT ADMINISTRATIVE COSTS:** The sub-grantee is not requesting direct administrative costs that are directly chargeable to this specific project. Associated eligible work is related to administration of this PA project only and in accordance with 44 CFR §13.22. These costs are treated consistently and uniformly as direct costs in all Federal awards and other sub-grantee activities and are not included in any approved indirect cost rates.
2. **HAZARD MITIGATION PROPOSAL:** No measure has been considered and is Not Applicable. No further action is required for the HMP.
3. **PROCUREMENT:** The Sub recipient was advised by FEMA PAC and/or Project Specialist that in the seeking of proposals and letting of contracts for eligible work, the Sub-grantee must comply with its Local, State and/or Federal procurement laws, regulations, and procedures as required by 2 CFR 317-326. The sub-grantee uses the City Procurement Policies for purchasing. (Please see attached policy under cost estimate).
4. **RECORD RETENTION:** As described in 2 CFR 200.33 the Sub-grantee must maintain all work-related records for a period of three (3) years from Sub-grantee closure (final payment), all records relative this project worksheet are subject to examination and audit by the State, FEMA and the Comptroller General of the United States and must reflect work related to disaster specific costs.
5. **PERMITS:** Federal Funding is contingent upon acquiring all necessary Federal, State and Local permits. Noncompliance with this requirement may jeopardize the receipt of federal funds. The Sub-grantee is responsible for obtaining all required permits prior to the commencement of work.
6. **ENVIRONMENTAL AND HISTORIC PRESERVATION:** The Sub-grantee must comply with all applicable environmental and historic preservation laws. Federal funding is contingent upon acquiring all necessary Federal, State and Local permits. Noncompliance with this requirement may jeopardize the receipt of federal funds.
7. **CHANGES TO SCOPE OF WORK DESCRIBED IN THIS PW/SA (SUBGRANT APPLICATION):** The Sub-grantee shall comply with all applicable codes and standards in the completion of eligible work to repair or replace damaged public facilities. Any change to the approved scope of work on a Project Worksheet (PW/SA) must be reported and approved before work begins. Failure to report changes may jeopardize Federal and State funding. In the case of a change in scope of work, the applicant should immediately notify, North Carolina Division of Emergency Management prior to starting work.
8. **INSURANCE REVIEW:** The Sub-grantee is aware that all projects are subject to an insurance review as stated in 44 C.F.R. Sections 206.252 and 206.253. If applicable, an insurance determination will be made either as anticipated proceeds or actual proceeds in accordance with the Sub-grantee's insurance policy which may affect the total amount of the project. Approval of this project may result in an obtain/maintain insurance requirement. The Sub-grantee must comply with insurance reviewer terms and conditions upon receipt of sub-grant from the State. The sub-grantee only has liability insurance. (Please see attached letter under cost estimate).
9. **LABOR:** The Sub-grantee will utilize estimated force account labor, estimated force account equipment and estimated force account materials for completion of these projects.

Does the Scope of Work change the pre-disaster conditions at the site?  Yes  No

Special Considerations included?  Yes  No

Hazard Mitigation proposal included?  Yes  No

Is there insurance coverage on this facility?  Yes  No

**PROJECT COST**

ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
		*** Version 0 ***			
		Work Completed			
1	9888	Site 1 Lawrence Memorial Public Library Work Completed	1/LS	\$ 51,387.20	\$ 51,387.20

		Work To Be Completed			
2	9888	Site 1 Lawrence Memorial Public Library Work To Be Completed	1/LS	\$ 32,119.59	\$ 32,119.59
				<b>TOTAL COST</b>	\$ 83,506.79
PREPARED BY Ruth and Phyllis Louis and Palmer			TITLE Public Assistance Project Specialists	SIGNATURE <i>[Signature]</i>	
APPLICANT REP. William Roberson			TITLE Finance Officer	SIGNATURE <i>William Roberson</i>	

BERTIE (COUNTY) : PA-04-NC-4285-PW-01682					
Conditions Information					
Review Name	Condition Type	Condition Name	Description	Monitored	Status
No Conditions					
Internal Comments					
No.	Queue	User	Date/Time	Reviewer Comments	
No Comments					

# BUDGET AMENDMENT

<b>BUDGET AMENDMENT</b>				
		# 18-02		
	INCREASE			INCREASE
10-0025-4301-21	\$	80,000	BLUE JAY	10-4190-5351-08
				\$
				80,000
TO INCREASE BUDGET - BLUE JAY PARK (NC DNCR GRANT)				



**North Carolina Department of Natural and Cultural Resources  
Budget and Finance Office**

Governor Roy Cooper

Secretary Susi H. Hamilton

August 30, 2017

Scott Sauer  
PO Box 530  
Windsor, NC 27983

Dear Scott Sauer:

Session Law 2017-57, Appropriation Act 2017 provides a nonrecurring special appropriation - legislatively directed grant to Bertie County for renovation of the Blue Jay Recreation Park through the North Carolina Department of Natural and Cultural Resources (DNCR) in the amount of \$80,000.

General Statutes § 143C-6-21-23, Use of State funds by non-State entities, requires any agency awarding funds to enter into a contract with the recipient/organization. Before we can prepare a contract for your appropriation, we must have the following information from your local government:

1. A Microsoft Office Word version of the scope of work and a description of the project to be covered by these funds. The language of the scope and description should coincide with the stated purpose was written in the legislation. The information contained in the Scope of Work should be specific with deliverables and outcomes.
2. A Microsoft Office Word version of a line-item budget and budget narrative for these funds. Please note that expenditures of State funds are now subject to Cost Principles. For reference, see the Federal Office of Management and Budget (OMB) Circular A-87.

Please submit the above items by email to [strategy.policy@ncdcr.gov](mailto:strategy.policy@ncdcr.gov).

The projected schedule for the awarding of these funds is as follows:

1. Certification of the State's annual budget by the Office of the State Budget and Management (OSBM). OSBM is currently finalizing this process for DNCR.
2. Receipt of the above-requested items.
3. Preparation of the grant contract by this agency. The contract incorporates the information requested above.
4. A second emailing to you containing a Request for Payment of Appropriation Form\*, an Iran Divestment Form\*, and a PDF of the completed grant contract. These documents must be properly signed, notarized and returned by mail to this office, along with additional

MAILING ADDRESS:  
4601 Mail Service Center  
Raleigh, NC 27699-4601

Telephone: (919) 807-7250  
Fax: (919) 733-1564

LOCATION:  
109 East Jones Street  
Raleigh, NC



documentation as required by law. This mailing will also advise you of reporting requirements required by law.

5. The Budget and Finance Office will review of all documents received from you. At such time as those documents are deemed complete, we will authorize payment of the appropriation.

For starred “\*” items, templates will be provided.

Please know that we will move through this process as quickly as possible. We understand your desire to receive your appropriation and want to work with you in every possible way. If you have questions, I can be contacted by email (see below) or phone (919-807-7277).

My contact and mailing information is below:

Email: [strategy.policy@ncdcr.gov](mailto:strategy.policy@ncdcr.gov)

US Mail: Joshua Davis  
Business and Finance Office  
Dept. of Natural and Cultural Resources  
4605 Mail Service Center  
Raleigh, NC 27699-4601

Fed Ex: Joshua Davis  
Business and Finance Office  
Dept. of Natural and Cultural Resources  
109 East Jones Street  
Raleigh, NC 27601

We look forward to working with you.

Sincerely,

Joshua Davis  
Strategy and Policy Advisor



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** September 18, 2017

**AGENDA ITEM:** C-7

**DEPARTMENT:** Governing Body

**SUBJECT:** Approve proposed 2018 Commissioners meeting schedule, approve NC State Holidays

**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:** ---

2018 MEETING SCHEDULE - BERTIE COUNTY BOARD OF COMMISSIONERS			
Meeting Date	Time	Meeting Area	Meeting Location
1/8/18	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
1/22/18	7:00 PM	Powellsville	Powellsville Town Hall, 106 E. Main St., Powellsville
2/5/18	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
2/19/18	7:00 PM	Merry Hill	Mid-Way Community Building, 112 NC 45 North, Merry Hill
3/5/18	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
3/19/18	7:00PM	Roxobel	Old Southern Bank Building, 113 S. Main Street, Roxobel
4/2/18	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
4/16/18	7:00PM	Colerain	Perrytown Volunteer Fire Department, 848 Perrytown Road, Colerain
5/7/18	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
5/21/18	7:00 PM	Indian Woods	Blue Jay Fire Department, 1653 Indian Woods Road, Indian Woods
6/4/18	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
6/18/18	7:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
7/2/18	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
7/16/18	7:00 PM	Lewiston-Woodville	Perduc Farms, 3539 Governors Road, Lewiston-Woodville
8/6/18	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
8/20/18	7:00 PM	Aulander	Aulander Community Building, 116 S. Commerce St., Aulander
9/4/18* Tues.	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
9/17/18	7:00 PM	Colerain	Trap Volunteer Fire Department, 213 Valentine Farm Road, Colerain
10/1/18	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
10/15/18	7:00 PM	Kelford	Kelford Community Building, 107 Broadway Street, Kelford
11/5/18	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
11/19/18	7:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
12/3/18	4:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
12/17/18	7:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC

\*\*\*If there are any questions regarding this calendar, please call the Clerk to the Board at (252) 794-6110.\*\*\*

This schedule is subject to change. Please visit the County website (<http://co.berrie.nc.us>) to receive information about cancellations or meeting location changes. All meetings are scheduled on Mondays unless denoted with an asterick (\*).



To: Agency Heads and Chancellors

From: C. Neal Alexander, Jr.

Date: August 15, 2016

Subject: 2018 Holiday Schedule

Listed below are the holidays that will be observed by State employees during 2018.

New Year's Day	January 1, 2018	Monday
Martin Luther King, Jr. Birthday	January 15, 2018	Monday
Good Friday	March 30, 2018	Friday
Memorial Day	May 28, 2018	Monday
Independence Day	July 4, 2018	Wednesday
Labor Day	September 3, 2018	Monday
Veteran's Day	November 12, 2018	Monday
Thanksgiving	November 22 & 23, 2018	Thursday and Friday
Christmas	December 24, 25 & 26 2018	Monday, Tuesday & Wednesday

**NOTE:** The schedule shall be used by all State agencies operating under the policies, rules and regulations of the Office of State Human Resources. Institutions of higher education and agencies requiring a twenty-four hour operation may adopt varying holiday schedules in keeping with operational needs, provided the employees are given the same number of holidays as approved by the State Human Resources Commission. Such special holiday schedules must be filed with the Office of State Human Resources.

It is recognized that some agencies may need to adopt an additional holiday schedule applicable to employees working in twenty-four hour operations; this schedule would designate as holidays the specific dates of the legal observances rather than the substitute weekdays when the observance occurs on Saturday or Sunday. This would be in keeping with the purpose of the holiday premium pay policy.



# **Bertie County**

**Board of Commissioners**

## **ITEM ABSTRACT**

**MEETING DATE:** September 18, 2017

**AGENDA ITEM:** C-8

**DEPARTMENT:** Governing Body

**SUBJECT:** Senior Center General Purpose Funding FY2017-2018

**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:** ---

**STATE APPROPRIATION FOR SENIOR CENTERS  
THROUGH THE 2017 SESSION OF THE  
NC GENERAL ASSEMBLY**

**SENIOR CENTER GENERAL PURPOSE FUNDING**

**FY 2017-2018 APPLICATION PACKET**

**MID-EAST COMMISSION AREA AGENCY ON AGING  
1502 N. Market Street, Suite A  
Washington, NC 27889**

**BERTIE COUNTY COUNCIL ON AGING SENIOR CENTER  
103 W. SCHOOL STREET  
WINDSOR, NC 27983**

The Mid-East Commission Area Agency reserves the right to request additional information, references, to accept or reject any or all proposals to waive technicalities, to accept proposals in whole or in part, and to award a contract(s) which, in the opinion of the grantee, best serves the older adults.

# SENIOR CENTER GENERAL PURPOSE FUNDING

## Introduction and Instructions

The Mid-East Commission Area Agency is pleased to announce the availability of funds for use by senior centers to support and develop programming and general operations or to construct, renovate, or maintain senior center facilities. \$1,265,316 in general purpose funding was allocated for senior centers for the current fiscal year. This funding is allocated to the Area Agencies on Aging for distribution to the centers within the region which provide full time programs or will utilize the funding to develop full time programs. Across the state 164 senior centers or developing senior centers will be funded.

The Division of Aging and Adult Services has worked hard to enhance and expand the statewide certification process for senior centers with standards that encourage centers across the state to strive for levels of 'merit' or 'excellence'. An intent of the certification process has been to increase base funding for those who have successfully completed the process. This ensures that funding is being well spent on readily identifiable programs and services and provides an incentive for centers that make investments to meet certification requirements. Therefore, in order to provide an incentive to work toward certification, and to reward those who achieve it, the Division has decided to fund senior centers equally, based upon their certification status. Centers of Merit will receive two shares of the funding of non-certified centers and Centers of Excellence will receive three times the funding of non-certified centers. The objectives for this year are to:

- Allocate funding equally to every center, based upon certification status;
- Require documentation and accountability for the use of funding, and;
- Provide incentives for centers to improve themselves through certification.

Again this year it has been decided to divide the annual appropriation into *shares* based on the total number of senior centers as determined by the Area Agencies on Aging plus extra shares for each senior center which meets certification status. Uncertified, identified centers will receive one share.

For FY 2017-2018, total funding available to the counties in Region Q will amount to \$40,111. Effective period: July 1, 2017-June 30, 2018.

Your center is eligible to receive:

FY 17-18	Senior Center General Purpose Funding	\$ <u>3,647.00</u>
	Local Match (25%)	\$ <u>1,216.00</u>
	TOTAL	\$ <u>4,863.00</u>

It is the responsibility of the applicant to certify the availability of the local match. The funds require a 25% local match. The funds must be spent first before reimbursed and before **June 30, 2018**. Therefore, projected June expenditures must be reported with May services reported in June otherwise the unutilized portion of your allocation will revert to the state.

Application submissions should include:

- (1) A completed description of proposed activities (add additional pages as needed).
- (2) Certification of the availability of local match.
- (3) A budget for senior center general purpose activities.



APPLICATION FOR SENIOR CENTER GENERAL PURPOSE FUNDING

Applicant Information

Date: 08/10/2017

Project Name: Bertie County Council on Aging Senior Center

Name of Project Director: Venita C. Thompson

Telephone Number: 252-794-5315 FAX: 252-794-5351

E-Mail: venita.thompson@bertie.nc.gov

Name and Address of Applicant: Bertie County Council on Aging Senior Center, 103 W. School Street, Windsor, NC 27983

Type of Agency Applying: Private-Non-Profit \_\_\_\_\_  
Public X \_\_\_\_\_

Location of Project: Bertie County  
(county)

**ASSURANCES**

**Bertie County Council on Aging Senior Center** (hereinafter referred to as "Subgrantee") HEREBY AGREES THAT it will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; and (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps.

\_\_\_\_\_  
Signature and Title of Authorized Official  
[e.g., Director, Board Chairman]

08/10/2017  
Date

CERTIFICATION OF THE AVAILABILITY OF REQUIRED NON-FEDERAL  
MATCH FOR SENIOR CENTER GENERAL PURPOSE FUNDING

It is understood that the following required 25 percent non-federal match will be used to match Senior Center General Purpose funds in FY 17-18 and will not be used to match any other federal or state funds during the contract period.

The provider shall expend the award in keeping with the attached project description indicating how funding will be utilized. Funding will not be disbursed until this application is received and approved by the Area Agency on Aging. The contractor shall make a final report indicating how funding was utilized in a format provided by the Area Agency on Aging.

FY 17-18		<b>Example only:</b>
Budget Request \$	<u>3,647</u>	non certified center: \$4,069
Required 25% Match \$	<u>1,216</u>	divided by .75=\$5,425 [Total projected budget]
Total FY 17-18		\$5,425 minus \$4,069=
Projected Budget \$	<u>4,863</u>	\$1,356 [local match]
(up to the amount of the grant)		

Authorized  
Signature: \_\_\_\_\_

Title: Board of Commissioners Chairman

Date: August 10, 2017

SENIOR CENTER GENERAL PURPOSE PROJECT DESCRIPTION

1. Senior Center to receive funding: Bertie County Council on Aging Senior Center
  2. Amount of funding: \$4,863
  3. Area served by Senior Center: Bertie County
- 

4. Describe how the funding will be spent:

<b>Volunteer Appreciation</b>	<b>\$1,000</b>
<b>COA Incentive Items</b>	<b>\$ 700</b>
<b>Older Americans Month Activities</b>	<b>\$ 600</b>
<b>Senior Citizens' Prom</b>	<b>\$ 900</b>
<b>Refinishing Gym Floor</b>	<b>\$1,000</b>
<b>Senior Citizens' Christmas Luncheon</b>	<b>\$ 663</b>

STATE APPROPRIATIONS FOR SENIOR CENTER BUDGET INFORMATION  
STATE FISCAL YEAR 2017-18

Organization Name: Bertie County Council on Aging

Senior Center Name: Bertie County Council on Aging Senior Center

Address: 103 W. School Street, Windsor, NC 27983

Period Covered: 07/01/2017 – 06/30/2018 Date Prepared: 08/10/2017

<u>OBJECTS OF EXPENDITURE</u>	<u>AMOUNT</u>
Salary and Fringe Benefits	\$ _____
Supplies/Other Operating Costs	\$ <u>3,763</u>
Equipment	\$ _____
Capital Outlay (Real Estate, Construction, Renovation)	\$ <u>1,000</u>
Other _____	\$ _____
<b>TOTAL BUDGET (Including local match)</b> (Up to grant amount, only)	<b>\$ <u>4,863</u></b>

Each organization that receives, uses or expends any state funds shall use or expend the funds only for the purposes for which they were appropriated by the General Assembly or collected by the State. State funds include federal funds that flow through the state. If the contractor is a governmental entity, such entity is subject to the provisions of the requirements of OMB Circular A-133 and the NC Single Audit Implementations Act of 1987. If the Contractor is a non-governmental entity, such entity is subject to the provisions of G.S. 143-6.2. Additionally, any non-governmental entity except a for-profit corporation is subject to the provisions of OMB Circular A-133.

AUTHORIZED SIGNATURE: \_\_\_\_\_

TITLE: Board of Commissioners Chairman DATE: 08/102017



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** September 18, 2017

**AGENDA ITEM:** C-9

**DEPARTMENT:** Governing Body

**SUBJECT:** Tax Release Journal

**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:** ---



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

September 12, 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 **August** 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\_\_\_\_

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RLS*17*243	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2017	8/14/2017	Leary, Carolyn 17A6818995154 Full exemption not given	G01	\$132.09				\$132.09
	8/14/2017	Aldonia Farms 17A5825968264 Use value left off	G01	\$102.90				\$102.90
	8/16/2017	Bazemore, Kemo 17A6803443948 Adjustment not made for flood	G01	\$300.36				\$300.36
	8/16/2017	Brown, Jane 17A6803565854 Elderly exemption left off	G01	\$658.29				\$658.29
	8/17/2017	MGS Farms 17A30340.70.1 Wrong penalty % used for audit	G01			\$3,983.32		\$3,983.32
	8/21/2017	Allen, Selma 17A5890607167 House burned down in 2016	G01	\$525.85				\$525.85
	8/23/2017	Bunch, Robert 17A6867621062 Building destroyed October 2016 Storm	G01	\$5.23				\$5.23
	8/23/2017	Conner, Marty 17A5894201648 Incorrect depreciation used	G01	\$58.64				\$58.64
	8/24/2017	Joyner, Carrie 17A5890802729 Elderly exemption left off	G01	\$212.54				\$212.54
	8/25/2017	Windstream KDL 17A31326.80 Incorrect public utility used	G01 C08	\$131.93 \$23.05				\$131.93 \$23.05
	8/28/2017	Styons, Thomas 17A30905.30 Wrong value provided by NC Wildlife	G01	\$190.90		\$19.09		\$209.99





Seq	Date	Account Number	Tabbill Number	Tax Code	Transaction Amount	Levy Amount	Penalty Amount	Add Chgs	Interest Amount	Discot Amount	Jan Check	Trans Rev	Description
**	08/14/17	23138	17A681895154	601	132.09-	132.09-	0.00	0.00	0.00	0.00	R	P6236	LEARY, CAROLYN D
**	08/14/17	28529	17A5825968264	601	102.90-	102.90-	0.00	0.00	0.00	0.00	R	P6236	ALDONIA FARMS LLC
**	08/16/17	30566	17A6802443544	601	300.36-	300.36-	0.00	0.00	0.00	0.00	R	P6236	BAZEMORE, KEMO
**	08/16/17	1593	17A6803565894	601	658.29-	658.29-	0.00	0.00	0.00	0.00	R	P6236	BOMEN, JANE EARP
**	08/17/17	30340	17A30340701	601	3983.32-	3983.32-	0.00	0.00	0.00	0.00	R	P6236	MGS FARMS LLC
**	08/21/17	32816	17A5890507107	601	525.85-	525.85-	0.00	0.00	0.00	0.00	R	P6236	ALLEY, CETERA JOYNER
**	08/23/17	24342	17A5867111	601	5.53-	5.53-	0.00	0.00	0.00	0.00	R	P6236	BUNCH, ROBERT L
**	08/23/17	32942	17A5894201644	601	58.64-	58.64-	0.00	0.00	0.00	0.00	R	P6236	CONNOR, PATTY W
**	08/24/17	7486	17A5890802729	601	212.54-	212.54-	0.00	0.00	0.00	0.00	R	P6236	JOYNER, CARRIE N
**	08/25/17	31326	17A3132680	601	131.93-	131.93-	0.00	0.00	0.00	0.00	R	P6236	WINDSTREAM HDL INC
**	08/25/17	30905	17A3090530	601	209.99-	209.99-	19.09-	0.00	0.00	0.00	R	P6236	STYONS, THOMAS

Tax Collections  
 08/12/17  
 Group Number RL5\*17\*243

Account Number  
 Taxbill Number  
 Seq. Date

Detail Transactions by Group  
 Abatement

Tax Code  
 Transaction Amount  
 Levy Amount  
 Penalty Amount  
 Addl. Chgs  
 Interest-Discnt  
 Tax Amount  
 Tax Code  
 Transaction Amount  
 Levy Amount  
 Penalty Amount  
 Addl. Chgs  
 Interest-Discnt  
 Tax Amount

08-17- WINDSOR  
 6321.14-  
 23.05-  
 2318.73-  
 4002.41-  
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 0.00

Total for Group  
 6344.19-  
 2341.78-  
 4002.41-  
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 0.00  
 0.00

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 Cycle  
 6  
 0.00  
 6344.12-

Totals By Tax Cycle  
 Current  
 Delinquent

Line	Seq	Date	Account Number	Taxbill Number	Tax Code	Transaction Amount	Levy Amount	Penalty Amount	Addl. Chgs	Interest-Discnt	Tax Amount	Levy	Penalty	Addl. Chgs	Interest-Discnt	Tax Amount
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# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** September 18, 2017

**AGENDA ITEM:** C-10

**DEPARTMENT:** Governing Body

**SUBJECT:** Approve contract renewal with MAXIMUS, to perform annual cost allocation reporting for DSS

**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:** ---

## AGREEMENT TO PROVIDE PROFESSIONAL CONSULTING SERVICES

THIS AGREEMENT (this “Agreement”) is entered into by and between MAXIMUS Consulting Services, Inc. (“Consultant”), and Bertie County, North Carolina (“Client”). In consideration of mutual promises and covenants, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Scope of Services. Consultant shall perform the services detailed in Exhibit A, attached and incorporated by reference as if fully set forth herein (the “Services”), in a professional and workmanlike manner consistent with the typical standards of the industry.
2. Term. This Agreement shall commence on September 1, 2017 (“Effective Date”) and shall remain in effect until April 15, 2020, or until completion of, and payment in full for, the Services specified in Exhibit A, whichever occurs last. The parties may mutually agree to extend this Agreement for two additional one year periods, pursuant to an amendment duly signed by both parties.
3. Compensation. Client shall pay Consultant a fee for services rendered as set forth in Exhibit B, attached and incorporated by reference as if fully set forth herein.
4. Termination.
  - a. Termination for Cause. Upon material breach of the terms of this Agreement, the non-breaching party shall provide written notice to the breaching party specifying the nature of the default. The breaching party shall have a minimum of 30 days from the date of receipt to cure any such default prior to the effective date of termination.
  - b. Termination for Convenience. Either party may terminate this Agreement without cause upon 60 days’ prior written notice to the other. In the event Client terminates this Agreement, Client shall reimburse Consultant for all reasonable costs incurred by Consultant due to such early termination.
  - c. Rights Upon Termination. Upon termination for whatever reason and regardless of the nature of the default (if any), Client agrees to pay Consultant in full for all Services provided to Client under this Agreement, or any amendment thereto, as of the effective date of termination of the Agreement.
5. Data Accuracy. Consultant shall provide guidance to the Client in determining the data required. The Client represents that all financial and statistical information provided to Consultant by Client, its employees and/or agents is accurate and complete to the best of Client’s knowledge. The Client further acknowledges and agrees that Consultant shall be entitled to rely upon the accuracy and completeness of the data to perform the Services. Client shall provide all such data in a timely manner sufficient to allow Consultant to provide the Services. Consultant shall have no liability to Client whatsoever if Client provides incomplete or inaccurate data or provides data in an untimely manner.
6. Records and Inspections. Consultant shall maintain full and accurate records with respect to all matters covered under this Agreement for 6 years after the completion of the Services. During such period, Client shall have the right to examine and audit the records and to make transcripts therefrom. Client shall provide 30 days’ prior written notice of its intent to inspect or audit any such records and shall conduct such inspection or audit only during Consultant’s normal business hours and no more than once every six months. Any employee, consultant, subcontractor or agent of Client granted access to such records shall execute a non-disclosure agreement prior to being granted access.

7. Copyright for Consultant's Proprietary Software. To the extent that the Services provided by Consultant are generated by Consultant's proprietary software, nothing contained herein is intended nor shall it be construed to require Consultant to provide such software to Client. Client agrees that it has no claims of ownership, including copyright, patents or other intellectual property rights to Consultant's software. Nothing in this Agreement shall be construed to grant Client any rights to Consultant's materials created prior to the execution of this Agreement. All of the deliverables under this Agreement are specifically set out in Exhibit A.
8. Insurance. Consultant shall maintain customary general liability insurance in the amounts of \$1,000,000 per occurrence / \$2,000,000 annual aggregate, workers' compensation insurance including employer's liability in the amount of \$1,000,000, automobile liability insurance in the amount of \$1,000,000, and professional liability insurance in the amount of \$1,000,000.
9. Indemnification. To the extent allowed by law, Consultant shall defend, indemnify and hold harmless the Client from and against any and all third-party claims and resulting proven direct damages, liabilities and costs (including reasonable attorneys' fees) to the extent proximately caused by the negligent actions or willful misconduct of Consultant, its employees or agents. Consultant shall not be responsible for any damages, liabilities or costs resulting from the negligence or willful misconduct of the Client, its employees, consultants, or agents or any third party.
10. Limitation of Liability. Client agrees that Consultant's total liability to Client for any and all damages whatsoever arising out of, or in any way related to, this Agreement from any cause, including but not limited to negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not, in the aggregate, exceed \$9,000.

In no event shall Consultant be liable for indirect, special, incidental, economic, consequential or punitive damages, including but not limited to lost revenue, lost profits, replacement goods, loss of technology rights or services, loss of data, or interruption or loss of use of software or any portion thereof regardless of the legal theory under which such damages are sought even if Consultant has been advised of the likelihood of such damages, and notwithstanding any failure of essential purpose of any limited remedy.

Any claim by Client against Consultant relating to this Agreement must be made in writing and presented to Consultant within one (1) year after the date on which Consultant completes performance of the Services specified in this Agreement.

11. Consultant Liability if Audited. Consultant shall, upon notice of audit, make work papers and other records available to the auditors. Consultant's sole responsibility under an audit shall be to provide reasonable assistance to Client through the audit and to make changes to the work product required as a result of the audit. Consultant shall not be liable for any audit disallowances or any missed or lost revenue associated with, or related to, the Services, regardless of cause.
12. Notices. Any notice of default, in accordance with section 4(a) of this Agreement, shall be delivered by certified mail or overnight courier. Any other notices, bills, invoices, or reports required by this Agreement shall be sufficient if sent by the parties via email or in the United States mail, postage paid, to the address noted below:

Bertie County  
106 Dundee St  
Windsor, N.C. 27983  
252.794.5360

MAXIMUS Consulting Services, Inc.  
808 Moorefield Park Drive, Suite 205  
Richmond, VA 23236  
804.323.3535  
[fsc-operations@maximus.com](mailto:fsc-operations@maximus.com)

Such notice shall be deemed delivered same day if sent via email or 5 days after deposit in the U.S. mailbox.

13. Changes. The terms and conditions of this Agreement, including all attached and incorporated Exhibits, may be changed only by written agreement signed by both parties.

14. Miscellaneous.

- a. If Consultant is requested by Client to produce Consultant deliverables, documents, records, working papers, or personnel for testimony or interviews with respect to this Agreement or any services provided hereunder, then Client and Consultant shall execute a change order or new services agreement for the sole purpose of setting forth any payment and the terms associated with Consultant's response and related to the reasonable fees of Consultant in responding. The foregoing does not diminish or negate Consultant's obligation to negotiate and defend all cost allocation plans and State mandated cost claims as specifically provided for under the Description of Services contained in Exhibit A.
- b. Consultant specifically disclaims all warranties, express or implied, including, but not limited to, the warranties of merchantability and fitness for a particular purpose.
- c. Consultant reserves the right to subcontract the Services. Consultant agrees to notify Client in writing of any such subcontracts.
- d. There are no third-party beneficiaries to this Agreement and nothing in this Agreement shall be construed to provide any rights or benefits to any third-party.
- e. The parties intend that Consultant, in performing the Services specified in this Agreement shall act as an independent contractor and shall have full control of the work and the manner in which it is performed. Consultant and its employees are not to be considered agents or employees of Client for any purpose.
- f. In the event that any provision of this Agreement is held to be invalid, illegal or unenforceable for any reason, this Agreement will continue in full force and effect without said provision, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby, and this Agreement will be interpreted to reflect the original intent of the parties insofar as possible.
- g. The titles of the sections, subsections, and paragraphs set forth in this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of the provisions of this Agreement.
- h. This Agreement and any additional or supplementary document or documents incorporated by specific reference contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.
- i. Neither party shall be liable by reason of any failure or delay in the performance of its obligations on account of strikes, shortages, riots, insurrection, fires, flood, storm,

explosions, earthquakes, acts of God, war, governmental action, labor conditions, material shortages or any other cause which is beyond the reasonable control of such party.

- j. Each individual signing this Agreement certifies that (i) he or she is authorized to sign this Agreement on behalf of his or her respective organization, (ii) such organization has obtained all necessary approvals to enter into this Agreement, including but not limited to the approval of its governing board, and (iii) when executed, this Agreement is a valid and enforceable obligation of such organization.
- k. Waiver by either party of a breach of any provision of this Agreement or the failure by either party to exercise any right will not operate or be construed as a waiver of any subsequent breach of that provision or as a waiver of that right.

IN WITNESS WHEREOF, Client and the Consultant have executed this Agreement as of the date last written below.

Bertie County, North Carolina

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

MAXIMUS Consulting Services, Inc.

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**EXHIBIT "A"**  
**Scope of Services**  
**NC CO Bertie CAP 16-18**

Description of Services:

- a) Development of a central services cost allocation plan, which identifies the various cost incurred by the County to support and administer programs that provide services directly to citizens. This plan will contain a determination of the allowable cost of providing each supporting services such as purchasing, legal counsel, disbursement processing, etc.
- b) Prepare indirect cost proposals for federal grants as necessary.
- c) Negotiation, of the completed cost allocation plan, with the representatives of the State or federal government, whichever is applicable.



**EXHIBIT "B"**  
**Compensation**  
**NC CO Bertie CAP 16-18**

For services provided as set forth in Exhibit A, Client agrees to pay Consultant compensation, inclusive of reimbursable expenses, in the amount of Three Thousand Dollars (\$3,000) for the 2016, 2017 and 2018 Cost Allocation Plans, for a total amount of Nine Thousand Dollars (\$9,000). Consultant agrees to complete the project and all services provided herein for said sum.

Consultant will render to Client one or more invoices for the fees specified herein, with payment due by thirty (30) days after the due date.

***Fee for Cost Plan***

Fiscal Year	2016	\$ 3,000
Fiscal Year	2017	\$ 3,000
Fiscal Year	2018	\$ 3,000



# **Bertie County**

## **Board of Commissioners**

### **ITEM ABSTRACT**

**MEETING DATE:** September 18, 2017

**AGENDA ITEM:** C-11

**DEPARTMENT:** Water

**SUBJECT:** Resolutions for submission of grant applications authorized by the Board of Commissioners on February 6, 2017 for Water District I and III. Applications are now complete.

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** Recommend approval.

**SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):** The Board of Commissioners authorized development of two grant applications on February 6, 2017 for Water Districts I and III in the amount of \$150,000 for each district. These grants require an additional resolution authorizing submitting of the final documents, which are attached.

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:** N/A

**ITEM HISTORY:** ---

**RESOLUTION BY GOVERNING BODY OF APPLICANT**

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

WHEREAS, **Bertie County Water District I** have need for and intends to prepare an Asset Inventory and Assessment of the water system currently under the District’s operations and control, and

WHEREAS, **Bertie County Water District I** have authorized Green Engineering, PLLC, on their behalf, to prepare and submit to the North Carolina Department of Environmental Quality, Division of Water Infrastructure an application for funding for an Asset Inventory and Assessment of the County’s water system, and

WHEREAS, **Bertie County Water District I** intends to request state grant assistance for the project,

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

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

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

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

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

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

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

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

Adopted this the \_\_\_ day of \_\_\_\_\_ at Bertie County, North Carolina.

\_\_\_\_\_  
(Signature of Chief Executive Officer)

\_\_\_\_\_  
(Title)

**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting (title of officer) of the (unit of government) does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the (name of governing body of applicant) duly held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this - \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature of Recording Officer)

\_\_\_\_\_  
(Title of Recording Officer)

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**RESOLUTION BY GOVERNING BODY OF APPLICANT**

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

WHEREAS, **Bertie County Water District III** have need for and intends to prepare an Asset Inventory and Assessment of the water system currently under the District’s operations and control, and

WHEREAS, **Bertie County Water District III** have authorized Green Engineering, PLLC, on their behalf, to prepare and submit to the North Carolina Department of Environmental Quality, Division of Water Infrastructure an application for funding for an Asset Inventory and Assessment of the County’s water system, and

WHEREAS, **Bertie County Water District III** intends to request state grant assistance for the project,

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

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

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

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

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

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

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

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

Adopted this the \_\_\_ day of \_\_\_\_\_, 2017 in Bertie County, North Carolina.

\_\_\_\_\_  
(Signature of Chief Executive Officer)

\_\_\_\_\_  
(Title)

**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting (title of officer) of the (unit of government) does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the (name of governing body of applicant) duly held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this - \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature of Recording Officer)

\_\_\_\_\_  
(Title of Recording Officer)

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# **Bertie County**

**Board of Commissioners**

## **ITEM ABSTRACT**

**MEETING DATE:** February 6, 2017

**AGENDA ITEM:** D-1

**DEPARTMENT:** Water

**SUBJECT:** Water District I and III – Two grant applications (\$150,000 each) for inventory and assessment of water system infrastructure assets have been prepared by Green Engineering, using the same approach as Water District II's successful grant application for \$88,000

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** Recommend approval.

**SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):** Each application to the NC Department of Environmental Quality – Division of Water Infrastructure is requesting a grant amount of \$150,000 with a 5% local match requirement, the majority of which will be calculated as force account (in-kind) staff labor.

County Administration and the Water Department are seeking the Board's approval to submit their two applications.

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:** N/A

**ITEM HISTORY:** ---

# North Carolina Department of Environmental Quality Division of Water Infrastructure Spring 2016 Application for Funding



(Last updated: March 2016)

## 1. General Information

*Fill in the blanks and check the appropriate boxes.*

<b>Applicant Name</b>	<b>County</b>	<b>DUNS Number (<a href="http://www.sam.gov">www.sam.gov</a>)</b>
Bertie County Water District I	Bertie	079990476
<b>Project Name</b>	<b>Funding Amount Requested</b>	
Asset Management Plan Revision	\$150,000	

### Applicant Type

- |  |   |
|--|---|
| <input type="checkbox"/> Municipality              | <input type="checkbox"/> Sanitary District                          |
| <input type="checkbox"/> County                    | <input type="checkbox"/> Non-Profit Water Corporation               |
| <input type="checkbox"/> Water and Sewer District  | <input checked="" type="checkbox"/> Other (Specify: Water District) |
| <input type="checkbox"/> Water and Sewer Authority |   |

### Funding Program(s) Requested

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Asset Inventory and Assessment Grant ( <i>\$150,000 max.</i> ) | <input type="checkbox"/> Clean Water State Revolving Fund   |
| <input type="checkbox"/> Merger/Regionalization Feasibility Grant ( <i>\$50,000 max.</i> )         | <input type="checkbox"/> State Reserve Projects ( <i>\$3M max. per grant/\$3M max. per loan</i> ) |

### Project Type (Check all that apply.)<sup>†</sup>

- |  |  |                                     |
|--|--|-------------------------------------|
| <input checked="" type="checkbox"/> Drinking Water | <input type="checkbox"/> Stormwater Stream Restoration | <input type="checkbox"/> Wastewater |
|--|--|-------------------------------------|

<sup>†</sup>Drinking water and wastewater projects must be submitted as separate applications.

## 2. Applicant Contact Information

*Provide the following contact information for the Applicant.*

**Elected Official Name:** John Trent  
**Elected Official Title:** Chairman of the Board

Is the Authorized Representative different from the Elected Official?  Yes  No

**Authorized Representative Name (if "Yes" box was checked):** Scott T. Sauer

**Authorized Representative Title:** County Manager

**Mailing Address Line 1:** P.O Box 530

**Mailing Address Line 2:** 106 Dundee St.,

**City:** Windsor

**State:** NC

**Zip Code:** 27983

**Phone Number:** (252)-794-5300

**E-Mail Address:** scott.sauer@bertie.nc.gov

## 3. Application Preparer Contact Information

*Provide the following contact information for the application preparer.*

**Firm Name:** Green Engineering, PLLC

**Contact Name:** E. Leo Green III

**Mailing Address Line 1:** P.O. Box 609

**Mailing Address Line 2:** 303 Goldsboro St. E

**City:** Wilson

**State:** NC

**Zip Code:** 27893

**Phone Number:** (252) 237-5365

**E-Mail Address:** Elg3@greeneng.com

**4. Engineer Contact Information**

Provide the following contact information for the engineer if "Yes."

Is the engineering firm different from the application preparer?  Yes  No

Engineering Firm Name:

Contact Name:

Mailing Address 1:

Mailing Address 2:

City:

State:

Zip Code:

Phone Number:

E-Mail Address:

**5. Affordability and User Rate Information**

For the CWSRF program only, if the Applicant is eligible for principal forgiveness, will this project move forward without it? *N/A*  Yes

If applying for the State Project Grant program only, check the appropriate boxes below. *N/A*

Estimated grant percentage as calculated by [affordability calculator](#):  25%  50%  75%  100% Will you accept funding if your estimated percent grant is less than what is shown?  Yes

Complete the following information below for all programs.

Number of Residential Water Connections*:	1374	Number of Residential Sewer Connections*:	
Number of Non-Residential Water Connections*:	2	Number of Non-Residential Sewer Connections*:	
Total Water Debt Service*:	\$178,775	Total Sewer Debt Service*:	
Percent Population Change†:	-1.02	Poverty Rate†:	25.5
Median Household Income†:	\$29,388	Percent Unemployment†:	7.8
Property Valuation per Capita:	\$60,348		

\*Provide information related to the specific project type (e.g., for drinking water projects, only drinking water information, for wastewater projects, only wastewater information).

†Data for these indicators must come from the data sheets for [places](#) and [counties](#)

Water Bill for 5,000 gallons†: \$38.00

Sewer Bill for 5,000 gallons†:

†Use in-town rates only and include most recent rate sheets as supporting documentation in Section 4 of the priority points narrative.

List the percentage of utility bills collected and any rate increases for the past five years.

Year	Percentage of Utility Bills Collected	Rate Increase Percentage
2012	101.65	0
2013	99.65	0
2014	99.92	7.9
2015	100.92	0
2016		

Note: Percentage of Collection over 100 % due to court action and late bills received, carried over to following years.

**6. Project Description**

*In the space below, please provide a description of the project. Include in this description the project purpose (e.g., to address I/I issues or drinking water contamination issues) and what the project entails (e.g., rehabilitation of 2,000 lf. of sewer, construction of a new well). Include information such as types of equipment to be included, capacity of equipment (if applicable), and estimates of line length.*

**Number of New Connections Served by Project (if applicable):** 0

The project will include a complete inventory and assessment of the Bertie County Water District I water system assets.

These assets include approximately 126 miles of water mains, with 649 gate valves and 79 hydrants, 42 blow offs, two (2) 500,000 gallon elevated water tanks; five (5) water supply wells and 1,374 water services.

All assets, with the exception of buried water mains, will be field located with GPS grade field equipment for development of Geographic Information System (GIS) shapefiles, maps and databases. Key attributes pertaining to the size, material of construction, make and model, age and condition assessment of each asset component will be recorded during the field survey for inclusion in the GIS system. Each asset in the database/shapefile will be given its own record; each with a unique identifier, so that as service is performed, the asset is replaced, or the condition of the asset changes, the database/shapefile can be updated.

Once the asset inventory and assessment is complete and the database/shapefiles have been prepared, system maps will be generated to aid in visualizing the condition of this infrastructure. These maps, in conjunction with the GIS database, will provide the County with valuable information that can be used to prioritize utility fund resources and to plan capital improvement projects.

**7. Additional Information for Consideration**

*Please provide additional information about the project in the following space below. The additional information must fit in this space and must be provided in accordance with Supplemental Guidance for the Ranking of Applications & Providing Additional Information for Consideration. Note: This item does not apply to the Drinking Water State Revolving Fund program.*

Bertie County's Water District I water rates have risen to over 1.55% of the County's Median Household Income (for 5,000 gallons per month) in order to provide sufficient revenues to maintain an operating ratio greater than 1.00. These water rates have directly impacted utility fund revenues as existing customers conserve to reduce their expenses and non-customers resist connection to the system. Implementation of an Asset Management Plan will assist the County in proper planning for capital projects and for the efficient performance of routine operations and maintenance efforts. The data generated by this project will provide the County with the information needed to identify critical infrastructure and to reduce water loss. By reducing water losses, the County will have more revenues for future expansion and/or maintenance projects while limiting increases to user rates. In 2014, the DNER declared that the County had excessive water loss around 43% .

**8. Project Budget (for Construction Projects Only)**

Complete the project budget by addressing the categories provided in the table below (Insert rows as needed). Total the cost amount for each line, and provide the total cost amount.

	<b>Division Funding Requested</b>	<b>Other Secured Funding Source(s)</b>	<b>Total Cost Amount</b>
Indicate construction costs by line item (e.g., linear feet of different-sized lines)			
<b>Construction Costs</b> _____ not applicable			
<i>Contingency (10% of construction costs):</i>			
<b>Construction Subtotal:</b>			
<b>Engineering Costs</b>			
Engineering office computation and report			
Surveying			
Drafting/ CAD/ GIS			
<b>Engineering Subtotal:</b>			
<b>Administration Costs</b>			
Planning			
Easement Preparation			
Grant Administration (if applicable)			
Loan Administration (if applicable)			
ER Preparation			
Environmental Documentation Preparation			
Legal Costs			
Other _____ 5% local match			
<b>Administration Subtotal:</b>			
<b>TOTAL PROJECT COST:</b>			

Please provide a PE Seal for the estimate in the space to the right.

**Certification by Chief Elected Official/Authorized Representative**

*Please read each statement and initial in the space to the left.*

The attached statements and exhibits are hereby made part of this application, and the undersigned representatives of the Applicant certifies that the information in this application and the attached statements and exhibits is true, correct, and complete to the best of his/her knowledge and belief. By initialing each item and signature at the end of this application, he/she further certifies that:

- \_\_\_\_\_ 1. as Authorized Representative, he/she has been authorized to file this application by formal action of the governing body;
- \_\_\_\_\_ 2. the governing body agrees to provide for proper maintenance and operation of the approved project after its completion;
- \_\_\_\_\_ 3. the Applicant has substantially complied with or will comply with all federal, state, and local laws, rules, and regulations and ordinances as applicable to this project;
- \_\_\_\_\_ 4. the Applicant will adopt and place into effect on or before the completion of the project a schedule of fees and charges which will provide for the adequate and proper operation, maintenance, and administration and repayment of all principle and interest on loans (if applicable) of the project;
- \_\_\_\_\_ 5. the Applicant has followed proper accounting and fiscal reporting procedures, as evidenced by the Applicant's most recent audit report, and that the Applicant is in substantial compliance with provision of the general fiscal control laws of the State;
- \_\_\_\_\_ 6. the project budget provided on Page 5 of this application form includes all funding requested from all sources of funding proposed for this project; and
- \_\_\_\_\_ 7. the (Town or County), North Carolina is organized and chartered under the laws of North Carolina. All officials and employees are aware of, and in full compliance with NCGS 14-234, "Director of public trust contracting for his own benefit, participation in business transaction involving public funds; exemptions." (For units of local government only. All others should initial "N/A.")
- \_\_\_\_\_ 8. the Applicant acknowledges that all loans are subject to approval by the Local Government Commission.
- \_\_\_\_\_ 9. In accordance with G.S. 120-157.1 through 157.9, for local government debt to be issued greater than \$1,000,000, the local government must submit a letter to Committee Chairs, Committee Assistant, and the Fiscal Research Division of the General Assembly at least 45 days prior to presentation before the Local Government Commission.

**Completeness Checklist\***

*In addition to this application, **the following items must be included for complete application package**; please initial that each item is included in this submittal.*

<b>To be submitted before 6/15/16</b>	Resolution by Governing Body of Applicant with Certification by Recording Officer (due 6/15/16)
	Fund Transfer Certification
	Applicable Priority Rating System Form with supporting narratives and documentation
	Current Rate Sheets
	Form LGC 108A (all programs except for CDBG-I)
	Form LGC 108C (Wastewater and Drinking Water Projects) or LGC 108D and 108E (Stormwater Projects)

\*All forms are available separately on the DWI website.

**\*\*For each application, please provide copies that are bound (e.g., report cover with fasteners, plastic report combs, spiral or 3 ring-binders.) No paper clips, staples or binder clasps, for each application. \*\***

Send one (1) original and one (1) copy of the Application and all items above to:

**Mailing Address<sup>†</sup> (US Postal Service only)**

Division of Water Infrastructure  
1633 Mail Service Center  
Raleigh, NC 27699-1633

**Physical Address (FedEx, UPS)<sup>‡</sup>**

Division of Water Infrastructure – 8<sup>th</sup> Floor, Archdale Building  
512 North Salisbury Street  
Raleigh, NC 27604  
919.707.9160

<sup>†</sup>Please allow a week for delivery if mailing via the US Postal Service.

<sup>‡</sup>For all courier services, please use the physical address, as having a courier deliver to the mailing address will delay package delivery.

**Application Signature**

**Please note: Original signatures are required for each application.**

SIGNATURE OF CHIEF ELECTED OFFICIAL/AUTHORIZED REPRESENTATIVE

Scott T. Sauer  
TYPED NAME

County Manager  
TYPED TITLE

DATE

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# North Carolina Department of Environmental Quality Division of Water Infrastructure Spring 2016 Application for Funding



(Last updated: March 2016)

## 1. General Information

*Fill in the blanks and check the appropriate boxes.*

<b>Applicant Name</b>	<b>County</b>	<b>DUNS Number (<a href="http://www.sam.gov">www.sam.gov</a>)</b>
Bertie County Water District III	Bertie	079990476
<b>Project Name</b>	<b>Funding Amount Requested</b>	
Asset Management Plan Revision	\$150,000.00	
<b>Applicant Type</b>		
<input type="checkbox"/> Municipality	<input type="checkbox"/> Sanitary District	
<input type="checkbox"/> County	<input type="checkbox"/> Non-Profit Water Corporation	
<input type="checkbox"/> Water and Sewer District	<input checked="" type="checkbox"/> Other (Specify: Water District)	
<input type="checkbox"/> Water and Sewer Authority		
<b>Funding Program(s) Requested</b>		
<input checked="" type="checkbox"/> Asset Inventory and Assessment Grant (\$150,000 max.)	<input type="checkbox"/> Clean Water State Revolving Fund	
<input type="checkbox"/> Merger/Regionalization Feasibility Grant (\$50,000 max.)	<input type="checkbox"/> State Reserve Projects (\$3M max. per grant/\$3M max. per loan)	
<b>Project Type (Check all that apply.)<sup>†</sup></b>		
<input checked="" type="checkbox"/> Drinking Water	<input type="checkbox"/> Stormwater/Stream Restoration	<input type="checkbox"/> Wastewater

<sup>†</sup>Drinking water and wastewater projects must be submitted as separate applications.

## 2. Applicant Contact Information

*Provide the following contact information for the Applicant.*

<b>Elected Official Name:</b>	John Trent
<b>Elected Official Title:</b>	Chairman of the Board
Is the Authorized Representative different from the Elected Official?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Authorized Representative Name (if "Yes" box was checked):</b>	Scott T. Sauer
<b>Authorized Representative Title:</b>	County Manager
<b>Mailing Address Line 1:</b>	P.O. Box 530
<b>Mailing Address Line 2:</b>	106 Dundee St.,
<b>City:</b>	Windsor
<b>State:</b>	NC
<b>Zip Code:</b>	27983
<b>Phone Number:</b>	(252)-794-5300
<b>E-Mail Address:</b>	scott.sauer@bertie.nc.gov

## 3. Application Preparer Contact Information

*Provide the following contact information for the application preparer.*

<b>Firm Name:</b>	Green Engineering, PLLC
<b>Contact Name:</b>	E. Leo Green III
<b>Mailing Address Line 1:</b>	P.O. Box 609
<b>Mailing Address Line 2:</b>	303 Goldsboro St. E
<b>City:</b>	Wilson
<b>State:</b>	NC
<b>Zip Code:</b>	27893
<b>Phone Number:</b>	(252) 237-5365
<b>E-Mail Address:</b>	Elg3@greeneng.com

**4. Engineer Contact Information**

Provide the following contact information for the engineer if "Yes."

Is the engineering firm different from the application preparer?  Yes  No

Engineering Firm Name:

Contact Name:

Mailing Address 1:

Mailing Address 2:

City:

State:

Zip Code:

Phone Number:

E-Mail Address:

**5. Affordability and User Rate Information**

For the CWSRF program only, if the Applicant is eligible for principal forgiveness, will this project move forward without it? *N/A*  Yes

If applying for the State Project Grant program only, check the appropriate boxes below. *N/A*

Estimated grant percentage as calculated by [affordability calculator](#):  25%  50%  75%  100% Will you accept funding if your estimated percent grant is less than what is shown?  Yes

Complete the following information below for all programs.

Number of Residential Water Connections*:	1830	Number of Residential Sewer Connections*:	
Number of Non-Residential Water Connections*:	12	Number of Non-Residential Sewer Connections*:	
Total Water Debt Service*:	\$ 247,095.28	Total Sewer Debt Service*:	
Percent Population Change†:	-1.02	Poverty Rate†:	25.5
Median Household Income†:	\$29,388	Percent Unemployment†:	7.8
Property Valuation per Capita:	\$60,348		

\*Provide information related to the specific project type (e.g., for drinking water projects, only drinking water information, for wastewater projects, only wastewater information).

†Data for these indicators must come from the data sheets for [places](#) and [counties](#).

Water Bill for 5,000 gallons‡: \$38.00

Sewer Bill for 5,000 gallons‡:

‡Use in-town rates only and include most recent rate sheets as supporting documentation in Section 4 of the priority points narrative.

List the percentage of utility bills collected and any rate increases for the past five years.

Year	Percentage of Utility Bills Collected	Rate Increase Percentage
2012	101.65	0
2013	99.65	0
2014	99.92	7.9
2015	100.92	0
2016		0

Note: Percentage of Collection over 100 % due to court action and late bills received, carried over to following years.

**6. Project Description**

*In the space below, please provide a description of the project. Include in this description the project purpose (e.g., to address I/I issues or drinking water contamination issues) and what the project entails (e.g., rehabilitation of 2,000 lf. of sewer, construction of a new well). Include information such as types of equipment to be included, capacity of equipment (if applicable), and estimates of line length.*

**Number of New Connections Served by Project (if applicable):** 0

The project will include a complete inventory and assessment of the Bertie County Water District III water system assets.

These assets include approximately 136 miles of water mains, with 695 gate valves and 67 hydrants, 61 blow offs, one (1) 500,000 gallon elevated water tank; two (2) water supply wells and 1,830 water meter services.

This District has just taken over a 50 year old water system of 200 connections with undersize piping and little to no as built records. Replacement is imminent.

All assets, with the exception of buried water mains, will be field located with GPS grade field equipment for development of Geographic Information System (GIS) shapefiles, maps and databases. Key attributes pertaining to the size, material of construction, make and model, age and condition assessment of each asset component will be recorded during the field survey for inclusion in the GIS system. Each asset in the database/shapefile will be given its own record; each with a unique identifier, so that as service is performed, the asset is replaced, or the condition of the asset changes, the database/shapefile can be updated.

Once the asset inventory and assessment is complete and the database/shapefiles have been prepared, system maps will be generated to aid in visualizing the condition of this infrastructure. These maps, in conjunction with the GIS database, will provide the County with valuable information that can be used to prioritize utility fund resources and to plan capital improvement projects.

**7. Additional Information for Consideration**

*Please provide additional information about the project in the following space below. The additional information must fit in this space and must be provided in accordance with Supplemental Guidance for the Ranking of Applications & Providing Additional Information for Consideration. Note: This item does not apply to the Drinking Water State Revolving Fund program.*

As with Water Districts I, II, and IV, Bertie County's Water District III water rates have risen to over 1.55% of the County's Median Household Income (for 5,000 gallons per month) in order to provide sufficient revenues to maintain an operating ratio greater than 1.00. These water rates have directly impacted utility fund revenues as existing customers conserve to reduce their expenses and non-customers resist connection to the system. Implementation of an Asset Management Plan will assist the County in proper planning for capital projects and for the efficient performance of routine operations and maintenance efforts. The data generated by this project will provide the County with the information needed to identify critical infrastructure and to reduce water loss. By reducing water losses, the County will have more revenues for future expansion and/or maintenance projects while limiting increases to user rates. In 2014, the DNER declared that the County had excessive water loss around 43% . This is the oldest district of the four, and taking the merger of old South Windsor System justifies even more the need to update the District's records with effort to continue to reduce the water loss thought this initiative.

**8. Project Budget (for Construction Projects Only)**

Complete the project budget by addressing the categories provided in the table below (Insert rows as needed). Total the cost amount for each line, and provide the total cost amount.

	Division Funding Requested	Other Secured Funding Source(s)	Total Cost Amount
Indicate construction costs by line item (e.g., linear feet of different-sized lines)			
<b>Construction Costs</b> not applicable			
<i>Contingency (10% of construction costs):</i>			
<b>Construction Subtotal:</b>			
<b>Engineering Costs</b>			
Engineering office computation and report			
Surveying			
Drafting/ CAD/ GIS			
<b>Engineering Subtotal:</b>			
<b>Administration Costs</b>			
Planning			
Easement Preparation			
Grant Administration (if applicable)			
Loan Administration (if applicable)			
ER Preparation			
Environmental Documentation Preparation			
Legal Costs			
Other 5% local match			
<b>Administration Subtotal:</b>			
<b>TOTAL PROJECT COST:</b>			

Please provide a PE Seal for the estimate in the space to the right.

**Certification by Chief Elected Official/Authorized Representative**

*Please read each statement and initial in the space to the left.*

The attached statements and exhibits are hereby made part of this application, and the undersigned representatives of the Applicant certifies that the information in this application and the attached statements and exhibits is true, correct, and complete to the best of his/her knowledge and belief. By initialing each item and signature at the end of this application, he/she further certifies that:

- \_\_\_\_\_ 1. as Authorized Representative, he/she has been authorized to file this application by formal action of the governing body;
- \_\_\_\_\_ 2. the governing body agrees to provide for proper maintenance and operation of the approved project after its completion;
- \_\_\_\_\_ 3. the Applicant has substantially complied with or will comply with all federal, state, and local laws, rules, and regulations and ordinances as applicable to this project;
- \_\_\_\_\_ 4. the Applicant will adopt and place into effect on or before the completion of the project a schedule of fees and charges which will provide for the adequate and proper operation, maintenance, and administration and repayment of all principle and interest on loans (if applicable) of the project;
- \_\_\_\_\_ 5. the Applicant has followed proper accounting and fiscal reporting procedures, as evidenced by the Applicant's most recent audit report, and that the Applicant is in substantial compliance with provision of the general fiscal control laws of the State;
- \_\_\_\_\_ 6. the project budget provided on Page 5 of this application form includes all funding requested from all sources of funding proposed for this project; and
- \_\_\_\_\_ 7. the (Town or County), North Carolina is organized and chartered under the laws of North Carolina. All officials and employees are aware of, and in full compliance with NCGS 14-234, "Director of public trust contracting for his own benefit, participation in business transaction involving public funds; exemptions." (For units of local government only. All others should initial "N/A.")
- \_\_\_\_\_ 8. the Applicant acknowledges that all loans are subject to approval by the Local Government Commission.
- \_\_\_\_\_ 9. In accordance with G.S. 120-157.1 through 157.9, for local government debt to be issued greater than \$1,000,000, the local government must submit a letter to Committee Chairs, Committee Assistant, and the Fiscal Research Division of the General Assembly at least 45 days prior to presentation before the Local Government Commission.

**Completeness Checklist\***

*In addition to this application, the following items must be included for complete application package; please initial that each item is included in this submittal.*

<b>To be submitted before 6/15/16</b>	Resolution by Governing Body of Applicant with Certification by Recording Officer (due 6/15/16)
	Fund Transfer Certification
	Applicable Priority Rating System Form with supporting narratives and documentation
	Current Rate Sheets
	Form LGC 108A (all programs except for CDBG-I)
	Form LGC 108C (Wastewater and Drinking Water Projects) or LGC 108D and 108E (Stormwater Projects)

\*All forms are available separately on the DWI website.

**\*\*For each application, please provide copies that are bound (e.g., report cover with fasteners, plastic report combs, spiral or 3 ring-binders.) No paper clips, staples or binder clasps, for each application. \*\***

Send one (1) original and one (1) copy of the Application and all items above to:

**Mailing Address<sup>†</sup> (US Postal Service only)**

Division of Water Infrastructure  
1633 Mail Service Center  
Raleigh, NC 27699-1633

**Physical Address (FedEx, UPS)<sup>‡</sup>**

Division of Water Infrastructure – 8<sup>th</sup> Floor, Archdale Building  
512 North Salisbury Street  
Raleigh, NC 27604  
919.707.9160

<sup>†</sup>Please allow a week for delivery if mailing via the US Postal Service.

<sup>‡</sup>For all courier services, please use the physical address, as having a courier deliver to the mailing address will delay package delivery.

**Application Signature**

**Please note: Original signatures are required for each application.**

SIGNATURE OF CHIEF ELECTED OFFICIAL/AUTHORIZED REPRESENTATIVE

Scott T. Sauer

County Manager

TYPED NAME

TYPED TITLE

DATE



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** September 5, 2017

**AGENDA ITEM:** D-1

**DEPARTMENT:**

**SUBJECT:** Middle Income Housing Initiative -- deferred

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** Deferred.

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

**ATTACHMENTS:** No

**LEGAL REVIEW PENDING:** No

**ITEM HISTORY:** ---



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** September 5, 2017

**AGENDA ITEM:** D-2

**DEPARTMENT:** Governing Body

**SUBJECT:** September 30<sup>th</sup> Town Hall meeting – review proposed presentation items, schedule, and potential speakers

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** Discussion requested.

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

**ATTACHMENTS:** No

**LEGAL REVIEW PENDING:**

**ITEM HISTORY:** ---