

Bertie County Board of Commissioners



December 6, 2021
6:00 PM

	Ronald "Ron" Wesson	District I
	Greg Atkins	District II
Chair	Tammy A. Lee	District III
Vice Chair	John Trent	District IV
	Ron Roberson	District V

BERTIE COUNTY BOARD OF COMMISSIONERS

December 6, 2021

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.

6:00 PM Welcome, Call to Order, and Roll Call by Board Chair Tammy Lee, Commissioners Room, Windsor

Invocation and Pledge of Allegiance by Commissioner Ron Roberson

Election of Chairman presided by County Manager Juan Vaughan, II

Election of Vice-Chairman

5-minute Recess

Comments from the Commissioners

Public Comments

(A)

***** APPOINTMENTS *****

- (1)** Water System Asset Inventory Report by Rodney Tart, Green Engineering
- (2)** Emergency Medical Services and Non-Emergency Transport Financial Update by Dave Pickren, Colleton Software
- (3)** Fiscal Year 2021-2022 Financial Summary by Finance Director William Roberson

Board Appointments (B)

No appointments

Consent Agenda (C)

1. Approve Tax Release Journal – September 2021
2. Approve Tax Release Journal – October 2021
3. Approve Register of Deeds Fees Report – October 2021
4. Approve Register of Deeds Fees Report – November 2021
5. Approve Bonds held for Bertie County Officials
6. Approve Budget Amendments
7. Approve Appointment of Fire Chief Harris Williams to Lewiston-Woodville Volunteer Fire Department Relief Board

8. Approve Water System Asset Inventory Report

9. Approve National Opioid Distributor Settlement Participation Form

10. Approve Jansseen Opioid Settlement Participation Form

11. Approve Fire Protection Service District Technical Assistance Agreement

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

Discussion Agenda (D)

1. EMS Staffing Update & Approval of Conveyance of Trailer Campers to Haywood County

2. DOT Petition for Road Addition of Bond Lane

Commissioners Reports (E)

County Manager's Reports (F)

County Attorney's Reports (G)

Public Comments

(3 minutes per speaker)

Closed Session

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

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

Adjourn



Bertie County is now utilizing Zoom during the COVID-19 pandemic.

Zoom is available to the public to participate during this meeting.

To call in to our meeting on the phone, use the following information:

Phone #: 1-301-715-8592

Meeting ID: 723 391 6141

To listen to our meeting online, click or copy and paste this link into your browser:

<https://us02web.zoom.us/j/7233916141>

Questions? Call the County Manager's Office at 794-5300.



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 6, 2021

SECTION: Appointments & Reports (A-1 to A-3)

DEPARTMENT: Governing Body

TOPICS:

- (1) Water System Asset Inventory Report by Rodney Tart Green Engineering
- (2) Emergency Medical services and Non-Emergency Transport Financial Update by Dave Pickren, Colleton Software
- (3) Fiscal Year 2021-2022 Financial Summary by Finance Director William Roberson

COUNTY MANAGER RECOMMENDATION OR COMMENTS: --

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

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 6, 2021

SECTION: Consent (C-1 to C-11)

DEPARTMENT: Governing Body

TOPICS:

1. Approve Tax Release Journal - September 2021
2. Approve Tax Release Journal - October 2021
3. Approve Register of Deeds Fees Report -October 2021
4. Approve Register of Deeds Fees Report -November 2021
5. Approve Bonds held for Bertie County Officials
6. Approve Budget Amendments
7. Approve Appointment of Fire Chief Harris Williams to Lewiston - Woodville Volunteer Fire Department Relief Board.
8. Approve Water System Asset Inventory Report
9. Approve National Opioid Distributor Settlement Participation Form
10. Approve Jansseen Opioid Settlement Participation Form
11. Approve Fire Protection Service District Technical Assistance Agreement

COUNTY MANAGER RECOMMENDATION OR COMMENTS:

SUMMARY OF AGENDA ITEM AND/OR NEEDED

ACTION(S): ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



C-1



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

October 14, 2021

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 **September** and this request for your approval is made pursuant to a "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____

Release Detail

ACCOUNT / DATE	NAME	ADDRESS / REASON	CHARGE CODE	CITY / BILL YEAR	STATE / BILL TYPE	ZIP / BILL NUMBER	PROPERTY ID	USER/AMOUNT
09-02-2021	ORANGE EDWARDS JR	1305 CEDAR LAUNDRY RD	G01	WINDSOR 2021	NC	21A29867.30	6719927252	jthea
09-02-2021		Dest. by Iordano for BERTIE COUNTY LEVY		2021	RE	21A6719937252		678.32
32592	MITCHELL TRUCKING CO	408 CONFEDERATE ST		WINDSOR	NC	27983		jthea
09-02-2021		Corrected Description schedule for BERTIE COUNTY LEVY	G01	2021	PP	21A32592.80		501.45
13459	WALTON DWIGHT EARL	PO BOX 190		WELFORD	NC	27847	5924331309	jthea
09-02-2021		Use value left off for BERTIE COUNTY LEVY	G01	2021	RE	21A5828231338		442.45
32768	PIERCE AND PIERCE FARMS LLC	115 D T RD		AHOSKIE	NC	27910	5638837274	jthea
09-02-2021		Use value left off for BERTIE COUNTY LEVY	G01	2021	RE	21A5838837274		690.50
32768	PIERCE AND PIERCE FARMS LLC	115 D T RD		AHOSKIE	NC	27910	5438300503	jthea
09-02-2021		Use value left off for BERTIE COUNTY LEVY	G01	2021	RE	21A5838300863		170.13
29867	SARY JODEY BRUCE	1616 US 17N		WINDSOR	NC	27983		jthea
09-02-2021		Sold July 2020 for BERTIE COUNTY LEVY	G01	2021	PP	21A29867.30		115.17
09-02-2021		Sold July 2020 for LATE LISTING PENALTY	G01	LATE LISTING 2021	PP	21A29867.30		12.78
8728	MITCHELL MARY ANN	125 BUDS LN		WINDSOR	NC	27983	6801382888	jthea
09-02-2021		Disab. description left off for BERTIE COUNTY LEVY	G01	2021	RE	21A6801702888		42.33
30731	LEWIS MILLARD BOYD JR	345 HIGGARD MILL RD		WINDSOR	NC	27983		jthea
09-15-2021		Sold 98 boat for BERTIE COUNTY LEVY	G01	2021	PP	21A25731.80		3.01
09-15-2021		Sold 99 boat for LATE LISTING PENALTY	G01	LATE LISTING 2021	PP	21A25731.80		0.06

ACCOUNT / DATE	NAME	ADDRESS / REASON	CHARGE CODE	CITY / BILL YEAR	STATE / BILL TYPE	ZIP / BILL NUMBER	PROPERTY ID	USER/AMOUNT
32024	BLI RENTALS LLC	630 N CENTRAL EXPY SITE A		PLANO	TX	75074	685373599101	jhea
09-15-2021		Amount amount the build to taxpayer for BERTIE COUNTY LEVY	G01	2021	RE	21A685373599101		35.37
09-14	STALLS JAMES JEFFERY	1177 W TROSS RD		WILLIAMSTON	NC	27892	6854968766	jhea
09-02-2021		Use value left off for BERTIE COUNTY LEVY	G01	2021	RE	21A6854968766		151.88
32024	BLI RENTALS LLC	630 N CENTRAL EXPY SITE A		PLANO	TX	75074	595083537201	jhea
09-15-2021		Amount amount the build to taxpayer for BERTIE COUNTY LEVY	G01	2021	RE	21A655083537201		55.55
09-01	SYSTEL BUSINESS EQUIP CO INC	2604 FT BRAGO RD		FAYETTEVILLE	NC	28303		jhea
09-02-2021		Writing depreciation code for WINDSOR	C08	2021	PP	21A30571.80		1.80
09-02-2021		Writing depreciation code for BERTIE COUNTY LEVY	G01	2021	RP	21A30571.80		10.74
09-02-2021	PRUDEN EDWARD JORDAN III	712 ISABELLA AVE		WASHINGTON	NC	27989	0661168981	jhea
09-02-2021		Use value left off for BERTIE COUNTY LEVY	G01	2021	RE	21A6861168981		65.61
32768	PIERCE AND PIERCE FARMS LLC	115 D T RD		AHOSKIE	NC	27910	5838911971	jhea
09-02-2021		Use value left off for BERTIE COUNTY LEVY	G01	2021	RE	21A5838911971		1112.25
24662	S-PIERCE LAND & INVESTMENT CO	115 D T ROAD		AHOSKIE	NC	27910	5848703437	jhea
09-02-2021		Use value left off for BERTIE COUNTY LEVY	G01	2021	RE	21A5848703437		195.50
27379	CORNWELL JOHN EDWARD	220 HOLLOMAN RD		AHOSKIE	NC	27910	6900100197	jhea
09-02-2021		QA EXEMPTION LEFT	G01	2021	RE	21A6900100197		234.18

ACCOUNT / DATE	NAME	ADDRESS / REASON	CHARGE CODE	CITY / BILL YEAR	STATE / BILL TYPE	ZIP / BILL NUMBER	PROPERTY ID	USER/AMOUNT
34507	MIZELLE JUDY FEHER	1124 CENTER GROVE RD		AHOSKIE	NC	27910	5980202934	jthea
09-02-2021		Use value left off for BERTIE COUNTY LEVY	G01	2021	RE	21A5980202934		120.62
24092	B PIERCE LAND & INVESTMENT CO	115 DT ROAD		AHOSKIE	NC	27910	5847547865	JTHEA
09-02-2021		Use value left off for BERTIE COUNTY LEVY	G01	2021	RE	21A5847547886		2885.87
35073	PRUDEN EDMUND JORDAN III	712 ISABELLA AVE		WASHINGTON	NC	27889	6861059341	jthea
09-02-2021		Use value left off for BERTIE COUNTY LEVY	G01	2021	RE	21A6861059341		877.45
21458	ARVIS THOMAS MATTHEW	1401 WAKEFORD RD		COLERAIRN	NC	27524	6958758163	JTHEA
09-15-2021		Deferred tax entered twice for INTEREST		2021	RE	K-2100002		13.38
09-15-2021		Deferred tax entered twice for BERTIE COUNTY LEVY	G01	2021	RE	X-2100002		106.22
2881	CHERRY, RENEE	133 1/2 COOPER HILL RD		WINDSOR	NC	27883	6811560403	JTHEA
09-03-2021		Wrong acct number for BERTIE COUNTY LEVY	G01	2021	RE	D-2100003		306.30
09-03-2021		Wrong acct number for LATE LISTING PENALTY	G01 LATE LISTING PENALTY	2021	RE	D-2100003		35.76
09-03-2021		Wrong acct number for WINDSOR	C08	2021	RE	D-2100003		51.34
31325	INTELLIFIBER NETWORKS INC	PO BOX 2629		ADDISON	TX	75001	11576	jthea
09-23-2021		Penalty entered in error for LATE LISTING PENALTY	G01 LATE LISTING PENALTY	2021	PP	2100022		15.77
2024	BU RENTALS LLC	630 W CENTRAL EXPY STE A		PLANO	TX	75074	68586570501	JTHEA
09-15-2021		leased should be build to	G01	2021	RE	21A68586570501		37.95

ACCOUNT / DATE	NAME	ADDRESS / REASON	CHARGE CODE	CITY / BILL YEAR	STATE / BILL TYPE	ZIP / BILL NUMBER	PROPERTY ID	USER / AMOUNT
08-02-2021	S PIERCE LAND & INVESTMENT CO	115 DT ROAD Use value left off for BERTIE COUNTY LEVY	G01	AHOSKIE 2021	NC	27910 21A5858344266	5858344266	jhea 339.70
31393	WARREN GILBERT W JR	202 E WATER ST		WINDSOR	NC	27983 6802835133	6802835133	jhea
09-02-2021		Adj. value due to condition for BERTIE COUNTY LEVY	G01	2021	RE	21A6802835133		264.44
09-02-2021		Adj. value due to condition for WINDSOR	G08	2021	RE	21A6802835133		44.34
32024	BLI RENTALS LLC	630 N CENTRAL EXPY STE A		PLANO	TX	75074 670902837501	670902837501	jhea
09-15-2021		leased should be build to: payor for BERTIE COUNTY LEVY	G01	2021	RE	21A670902837501		34.00
34781	ENCS COMMERCIAL FINANCE CO	PO BOX 28		NORTHBROOK	IL	60065		jhea
09-15-2021		IRP truck, wrong value for BERTIE COUNTY LEVY	G01	2021	PP	21A34781.10		51.85
32768	PIERCE AND PIERCE FARMS LLC	115 D T RD		AHOSKIE	NC	27910 5838414793	5838414793	jhea
09-05-2021		Use value left off for BERTIE COUNTY LEVY	G01	2021	RE	21A5838414793		331.94
35134	JONES ELIZABETH C	PO BOX 87		COLERAIN	NC	27924 7485165922	7485165922	jhea
08-02-2021		Use value left off for BERTIE COUNTY LEVY	G01	2021	RE	21A6866165922		474.91
32768	PIERCE AND PIERCE FARMS LLC	115 D T RD		AHOSKIE	NC	27910 5848002653	5848002653	jhea
09-02-2021		Use value left off for BERTIE COUNTY LEVY	G01	2021	RE	21A5848002653		1202.42
32004	BLI RENTAL S LLC	630 N CENTRAL EXPY STE A		PLANO	TX	75074 586892412704	586892412704	jhea
09-15-2021		leased should be build to	G01	2021	RE	21A586892412704		15.30

ACCOUNT/DATE	NAME	ADDRESS / REASON	CHARGE CODE	CITY / BIL. YEAR	STATE/BILL. TYPE	ZIP / BILL NUMBER	PROPERTY ID	USER/AMOUNT
09-15-2021	BLI RENTALS LLC	630 N CENTRAL EXPY STE A leased should be build to taxpayer for BERTIE COUNTY LEVY	G01	PLANO 2021	TX	75074 21A586972096901	586972096901	jhea 15.30
09-15-2021	BLI RENTALS LLC	630 N CENTRAL EXPY STE A		PLANO 2021	TX	75074	693061631201	jhea
09-15-2021	PIERCE AND PIERCE FARMES LLC	115 D T RD leased should be build to taxpayer for BERTIE COUNTY LEVY	G01	ARKSKIE 2021	NC	27910 21A5838105276	6838105276	jhea 17.30
09-02-2021		Use value left off for BERTIE COUNTY LEVY	G01	2021	RE	21A5838105276		4563.08
	TOTAL							18,634.31

Release Teller

TELLER	COUNTY	SOLID	ALL COST	FIRE / TOWN	INTEREST	TOTAL
Phila	\$ 16,456.08	\$ 0.00	\$ 67.37	\$ 97.48	\$ 13.38	\$ 16,834.31
	\$ 16,456.08	\$ 0.00	\$ 67.37	\$ 97.48	\$ 13.38	\$ 16,834.31

Release Distribution

DESCRIPTION	TOTAL	COUNTY	SOLID	CAPITAL
County Tax	\$ 16,455.06	\$ 16,455.06	\$ 0.00	\$ 0.00
Fire/Town Tax	\$ 97.48	\$ 0.00	\$ 0.00	\$ 0.00
Water List Penalty	\$ 67.37	\$ 67.37	\$ 0.00	\$ 0.00
Interest	\$ 13.38	\$ 13.38	\$ 0.00	\$ 0.00
Total	\$ 16,633.31	\$ 16,536.83	\$ 0.00	\$ 0.00

DISTRICT / TOWN	ASKEWILLE	AULLANDER	COLERAIN	LEWISTON	POWELLVILLE	ROXOBEL	WINDSOR
Fire/Town Tax	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 97.48
Water List Penalty	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 97.48



C-2



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

November 10, 2021

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 **October** and this request for your approval is made pursuant to a "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____

Release Detail

ACCOUNT / DATE	NAME	ADDRESS / REASON	CHARGE CODE	CITY / BILL YEAR	STATE / BILL TYPE	ZIP / BILL NUMBER	PROPERTY ID	USER / AMOUNT
10-04-2021	PELHAM MARRIE	PO BOX 151		27032	NC	27032		jrhea
10-16-2021		MH moved in 2010 for BERTIE COUNTY LEVY	G01	2015	PP	15A9947.50		8.40
10-05-2021		MH moved in 2010 for LATE LISTING PENALTY	G01 LATE LISTING	2015	PP	15A9947.50		0.54
10-06-2021		MH moved in 2010 for INTEREST		2015	PP	15A9947.50		4.97
31488	COASTAL MEDICAL TRANSPORT INC	PO BOX 582		WINDSOR	NC	27763		jrhea
10-15-2021		incorrect value entered for personal property discovery for INTEREST		2015	PP	15A31488.80.1		44571.5E
10-18-2021		incorrect value entered for personal property discovery for WINDSOR	C08	2015	PP	15A31488.80.1		9211.63
10-18-2021		incorrect value entered for personal property discovery for BERTIE COUNTY LEVY	G01	2015	PP	15A31488.80.1		50114.59
10-18-2021		incorrect value entered for personal property discovery for LATE LISTING PENALTY	G01 LATE LISTING	2015	PP	15A31488.80.1		19657.16
10-18-2021		incorrect value entered for personal property discovery for WINDSOR LATE LISTING	C08 LATE LISTING	2015	PP	15A31488.80.1		3661.90
24207	PHILLIPS KYNESHIA LYTRILL	22 MERRY LN APT C		GREENVILLE	NC	27855		jrhea
10-11-2021		no longer in county for BERTIE COUNTY LEVY	G01	2014	PP	14A24297.90		77.78
10-11-2021		no longer in county for LATE LISTING PENALTY	G01 LATE LISTING	2014	PP	14A24297.90		7.75
10-11-2021		no longer in county for INTEREST		2014	PP	14A24297.90		53.69
33738	KNUDSEN CHRISTOPHER ROBERT	1202 KIMMY LN		WARRENSBURG	MO	64093		jrhea
10-04-2021		moved out of state in	C08 LATE LISTING	2021	PP	21A33738.81		0.18

ACCOUNT / DATE	NAME	ADDRESS / REASON	CHARGE CODE	CITY / BILL YEAR	STATE / BILL TYPE	ZIP / BILL NUMBER	PROPERTY ID	USER / AMOUNT
10-04-2021		moved out of state in 2019 for WINDSOR	C08	2021	PP	21A33738.80		179
10-04-2021		moved out of state in 2019 for BERTIE COUNTY LEVY	G01	2021	PP	21A33738.80		10.59
10-04-2021		moved out of state in 2019 for LATE LISTING PENALTY	G01 LATE LISTING	2021	PP	21A33738.80		1.05
24297	PHILLIPS KYNESHIA LYTTRELL	22 MERRY LN APT C		GREENVILLE	NC	27709		jhea
10-11-2021		no longer in county for BERTIE COUNTY LEVY	G01	2013	PP	13A24297.90		63.16
10-11-2021		no longer in county for LATE LISTING PENALTY	G01 LATE LISTING	2013	PP	13A24297.90		8.33
10-11-2021		no longer in county for INTEREST		2013	PP	13A24297.90		65.64
17394	PUGH JANNET BERNETTE	1350 LUM BROWN RD		WILLIAMSTON	NC	27892		jhea
10-15-2021		no longer in county for DISTRICT LEVY		2021	PP	21A17394.80		150.08
44297	PHILLIPS KYNESHIA LYTTRELL	22 MERRY LN APT C		GREENVILLE	NC	27709		jhea
10-11-2021		no longer in county for BERTIE COUNTY LEVY	G01	2019	PP	19A24297.90		61.42
10-11-2021		no longer in county for LATE LISTING PENALTY	G01 LATE LISTING	2019	PP	19A24297.90		0.14
10-11-2021		no longer in county for LEWISTON LATE LISTING	C05 LATE LISTING	2019	PP	19A24297.90		4.26
10-11-2021		no longer in county for INTEREST		2019	PP	19A24297.90		20.31
10-11-2021		no longer in county for LEWISTON	C05	2019	PP	19A24297.90		42.60
9947	PELHAM MARGIE	PO BOX 151		ROXBEL	NC	27872		jhea
10-06-2021		M/H moved in 2010 for BERTIE COUNTY LEVY	G01	2018	PP	18A9947.50		8.30
10-06-2021		M/H moved in 2010 for	G01 LATE LISTING	2018	PP	18A9947.50		0.83

ACCOUNT / DATE	NAME	ADDRESS / REASON	CHARGE CODE	CITY / BILL YEAR	STATE / BILL TYPE	ZIP / BILL NUMBER	PROPERTY ID	USER / AMOUNT
10-06-2021		M/H moved in 2010 for INTEREST		2018	PP	18A9947.50		2.45
24297	PHILLIPS KYNESHA LYTRELL	22 MERRY LN APT C		GREENVILLE	NC	27858		jthea
10-11-2021		no longer in county for LATE LISTING PENALTY	G01 LATE LISTING	2015	PP	15A24297.90		7.43
10-11-2021		no longer in county for INTEREST		2015	PP	15A24297.90		43.94
10-11-2021		no longer in county for BERTIE COUNTY LEVY	G01	2015	PP	11A24297.90		74.34
0947	PELHAM MARGIE	PG BOX 161		ROXBEL	NC	27872		jthea
10-16-2021		M/H moved in 2010 for BERTIE COUNTY LEVY	G01	2014	PP	14A01947.50		8.40
10-08-2021		M/H moved in 2010 for LATE LISTING PENALTY	G01 LATE LISTING	2014	PP	14A9947.50		0.64
10-06-2021		M/H moved in 2010 for INTEREST		2014	PP	14A9947.50		5.80
24297	PHILLIPS KYNESHA LYTRELL	22 MERRY LN APT C		GREENVILLE	NC	27858		jthea
10-11-2021		no longer in county for LATE LISTING PENALTY	G01 LATE LISTING	2012	PP	12A24297.90		8.11
10-11-2021		no longer in county for INTEREST		2012	PP	12A24297.90		72.05
10-11-2021		no longer in county for BERTIE COUNTY LEVY	G01	2012	PP	12A24297.90		81.12
847	BELCH JIMMY VANN SR	5131 NC 42		COLEMAN	NC	27824	683809704	jthea
10-11-2021		Acres incorrect for BERTIE COUNTY LEVY	G01	2021	RE	21A689887704		5.82
8026	LEE KEITH WAYNE	704 SOUTHWOOD DR		CHESAPEAKE	VA	23322	6846633151	jthea
10-11-2021		Correction in billing credit for BERTIE COUNTY LEVY	G01	2021	RE	21A6516633151		71.41
24297	PHILLIPS KYNESHA LYTRELL	22 MERRY LN APT C		GREENVILLE	NC	27858		jthea

ACCOUNT / DATE	NAME	ADDRESS / REASON	CHARGE CODE	CITY / BILL YEAR	STATE / BILL TYPE	ZIP / BILL NUMBER	PROPERTY ID	USER/ AMOUNT
10-11-2021		no longer in county for LATE LISTING PENALTY	G01 LATE LISTING	2018	PP	18A24297 90		6.20
10-11-2021		no longer in county for LEWISTON LATE LISTING	C05 LATE LISTING	2018	PP	18A24297 90		4.52
10-11-2021		no longer in county for INTEREST		2018	PP	18A24297 90		31.72
10-11-2021		no longer in county for LEWISTON	C05	2018	PP	18A24297 90		45.24
10-11-2021		no longer in county for BERTIE COUNTY LEVY	G01	2018	PP	18A24297 90		62.54
10-14-2021	WAKELON COMMUNITY BUILDING	2311 WAKELON RD Discovered in error for BERTIE COUNTY LEVY	G01	2021	PP	D-2100088		393.96
10-14-2021		Discovered in error for LATE LISTING PENALTY	G01 LATE LISTING	2021	PP	D-2100090		103.02
10-07-2021	STOREHOUSE MINISTRIES INC	1058 INDIAN WOODS RD Excluded from taxation 105-278.2 for BERTIE COUNTY LEVY	G01	2021	PP	D-2100089		40.87
10-07-2021		Excluded from taxation 105-278.2 for LATE LISTING PENALTY	G01 LATE LISTING	2021	PP	D-2100089		9.23
10-01-2021	KELFORD BAPTIST CHURCH	PO BOX 37 Town tax was not calculated, new discovery issued for BERTIE COUNTY LEVY	G01	2021	PP	D-2100090		81.18
10-01-2021		Town tax was not calculated, new discovery issued for LATE LISTING PENALTY	G01 LATE LISTING	2021	PP	D-2100090		19.68
10-01-2021	PELHAM MARGIE	PO BOX 151 Discovered in error for LATE LISTING PENALTY	G01	2021	PP	D-2100089		19.68

ACCOUNT / DATE	NAME	ADDRESS / REASON	CHARGE CODE	CITY / BILL YEAR	STATE / BILL TYPE	ZIP / BILL NUMBER	PROPERTY ID	USER/ AMOUNT
10-06-2021		M/H moved in 2010 for LATE LISTING PENALTY	G01 LATE LISTING	2016	PP	16A9847.50		0.63
10-06-2021		M/H moved in 2010 for INTEREST		2016	PP	16A9947.50		4.09
10-05-2021		M/H moved in 2010 for BERTIE COUNTY LEVY	G01	2016	PP	16A9847.50		0.30
24297	PHILLIPS KYNESHA LYTRELL	22 MERRY LN APT C LEWISTON		GREENVILLE	NC	27858		
10-11-2021		no longer in county for LEWISTON	C05	2021	PP	21A24297.90		38.58
10-11-2021		no longer in county for BERTIE COUNTY LEVY	G01	2021	PP	21A24297.90		55.82
10-11-2021		no longer in county for LATE LISTING PENALTY	G01 LATE LISTING	2021	PP	21A24297.90		5.56
10-11-2021		no longer in county for LEWISTON LATE LISTING	C05 LATE LISTING	2021	PP	21A24297.90		3.96
24297	PHILLIPS KYNESHA LYTRELL	22 MERRY LN APT C LEWISTON		GREENVILLE	NC	27858		
10-11-2021		no longer in county for BERTIE COUNTY LEVY	G01	2011	PP	11A24297.90		86.97
10-11-2021		no longer in county for LATE LISTING PENALTY	G01 LATE LISTING	2011	PP	11A24297.90		6.70
10-11-2021		no longer in county for INTEREST		2011	PP	11A24297.90		85.87
24297	PHILLIPS KYNESHA LYTRELL	22 MERRY LN APT C LEWISTON		GREENVILLE	NC	27858		
10-11-2021		no longer in county for BERTIE COUNTY LEVY	G01	2010	PP	10A24297.90		99.76
10-11-2021		no longer in county for LATE LISTING PENALTY	G01 LATE LISTING	2010	PP	10A24297.90		9.98
10-11-2021		no longer in county for INTEREST		2010	PP	10A24297.90		108.36
9947	PELHAM MARGIE	PO BOX 151 M/H moved in 2010 for		ROXBEL	NC	27872		
10-06-2021				2019	PP	19A9947.50		1.69

ACCOUNT DATE	NAME	ADDRESS / REASON	CHARGE CODE	CITY / BILL YEAR	STATE / BILL TYPE	ZIP / BILL NUMBER	PROPERTY ID	USER / AMOUNT
10-08-2021		MH moved in 2010 for BERTIE COUNTY LEVY	G01	2019	PP	19A9947.50		8.65
10-06-2021		MH moved in 2010 for LATE LISTING PENALTY	G01 LATE LISTING	2019	PP	19A9947.50		0.87
24297	PHILLIPS KYNESHA LYTRELL	22 MERRY LN APT C		GREENVILLE	NC	27158		jrhea
10-11-2021		no longer in county for BERTIE COUNTY LEVY	G01	2016	PP	16A24297.90		68.56
10-11-2021		no longer in county for LATE LISTING PENALTY	G01 LATE LISTING	2016	PP	16A24297.90		6.60
10-11-2021		no longer in county for INTEREST		2016	PP	16A24297.90		33.76
24297	PHILLIPS KYNESHA LYTRELL	22 MERRY LN APT C		GREENVILLE	NC	27858		jrhea
10-11-2021		no longer in county for BERTIE COUNTY LEVY	G01	2017	PP	17A24297.90		54.16
10-11-2021		no longer in county for LATE LISTING PENALTY	G01 LATE LISTING	2017	PP	17A24297.90		6.42
10-11-2021		no longer in county for INTEREST		2017	PP	17A24297.90		28.23
9547	PELLHAM MARQUE	PO BOX 151		ROXBOROUGH	NC	27873		jrhea
10-06-2021		MH moved in 2010 for BERTIE COUNTY LEVY	G01	2021	PP	21A9947.50		8.65
10-05-2021		MH moved in 2010 for LATE LISTING PENALTY	G01 LATE LISTING	2021	PP	21A9947.50		0.97
24297	PHILLIPS KYNESHA LYTRELL	22 MERRY LN APT C		GREENVILLE	NC	27858		jrhea
10-11-2021		no longer in county for BERTIE COUNTY LEVY	G01	2020	PP	20A24297.90		57.44
10-11-2021		no longer in county for LATE LISTING PENALTY	G01 LATE LISTING	2020	PP	20A24297.90		6.74
10-11-2021		no longer in county for INTEREST	C05 LATE LISTING	2020	PP	20A24297.90		3.98

ACCOUNT / DATE	NAME	ADDRESS / REASON	CHARGE CODE	CITY / BILL YEAR	STATE / BILL TYPE	ZIP / BILL NUMBER	PROPERTY ID	USER / AMOUNT
10-11-2021		no longer in county for INTEREST		2020	PP	20A24217.90		9.36
10-11-2021		no longer in county for LEWISTON	C05	2020	PP	20A34217.90		39.84
10-03-2021	PELHAM MARGIE	PO BOX 151 MH moved in 2010 for BERTIE COUNTY LEVY	G01	ROXBEL 2017	NC	27872 17A9947.50		8.30
10-06-2021		MH moved in 2010 for LATE LISTING PENALTY	G01 LATE LISTING	2017	PP	17A9947.50		0.83
10-06-2021		MH moved in 2010 for INTEREST		2017	PP	17A9947.50		3.27
29763	BAZEMORE VERNA MITCHELL	264 CONNARITSA RD		KELFORD	NC	27847	5848605291	jhea
10-16-2021		B.O.D. approval of the application for BERTIE COUNTY LEVY	G01	2021	RE	21A0648605291		476.26
10-03-2021	PELHAM MARGIE	PO BOX 151 MH moved in 2010 for BERTIE COUNTY LEVY	G01	ROXBEL 2020	NC	27872 20A0347.50		8.05
10-06-2021		MH moved in 2010 for LATE LISTING PENALTY	G01 LATE LISTING	2020	PP	20A9947.50		0.83
10-06-2021		MH moved in 2010 for INTEREST		2020	PP	20A9947.50		0.83
TOTAL								130,663.36

Release Teller

TELLER	COUNTY	SOLID	ALL COST	FIRE / TOWN	INTEREST	TOTAL
J/1/19	\$ 52,415.36	\$ 0.00	\$ 19,804.23	\$ 9,539.65	\$ 35,745.47	\$ 130,851.38
	\$ 52,415.36	\$ 0.00	\$ 19,804.23	\$ 9,539.65	\$ 45,145.42	\$ 130,863.36

Release Distribution

DESCRIPTION	TOTAL	COUNTY	SOLID	CAPITAL
County Tax	\$ 62,415.36	\$ 0.00	\$ 0.00	\$ 0.00
Fire/Town Tax	\$ 9,539.65	\$ 0.00	\$ 0.00	\$ 0.00
Base Unit Penalty	\$ 23,562.93	\$ 0.00	\$ 0.00	\$ 0.00
Interest	\$ 45,145.42	\$ 0.00	\$ 0.00	\$ 0.00
Total	\$ 140,663.36	\$ 127,132.71	\$ 0.00	\$ 0.00

DISTRICT / TOWN	ASKEWILLE	AULLANDER	COLERAIN	KELFORD	LEWISTON	POWELLSVILLE	ROXBEL	WINDSOR
Fire/Town Tax	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 196.26	\$ 0.00	\$ 0.00	\$ 9,213.41
Base List Penalty	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 16.62	\$ 0.00	\$ 0.00	\$ 3,652.08
Total	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 212.88	\$ 0.00	\$ 0.00	\$ 12,875.49



C-3



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

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 OCTOBER 2021 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-----	\$3,554.60
10-0030-4344-03	VITAL STATISTICS-----	\$1,402.00
10-0050-4839-02	MISCELLANEOUS(NOTARY OATHS/PHOTO COPIES, ETC)-----	\$283.50
10-0030-4344-04	NO. MARRIAGE LICENSE----- <u>9</u> @60.00	\$540.00
		<u>\$5,780.10</u>
10-0018-4240-01	N. C. STATE EXCISE STAMP TAX-----	\$3,876.00
10-0030-4344-10	STATE TREASURER FEE----- <u>107</u> @\$6.20-----	\$663.40
	STATE VITAL RECORDS----- <u>5</u> @14.00	\$70.00
		<u>\$10,389.50</u>
10-0000-1251-00	A/R IN/OUT(REFUND)-----	
		<u>\$10,389.50</u>

Annie F. Wilson

REGISTER OF DEEDS - BERTIE COUNTY
By: *Shahedra R. Williams, Act.*

FOR INFORMATIONAL PURPOSES

D/T /MORTGAGES-----	<u>27</u> @\$6.20=	<u>\$167.40</u>
ADDITIONAL PAGES-----	@\$0.40=	
DEEDS & OTHER INSTRUMENTS-----	<u>88</u> @\$1.94=	<u>\$170.72</u>



C-4

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 NOVEMBER 2021 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-----		\$4,427.60
10-0030-4344-03	VITAL STATISTICS-----		\$1,191.00
10-0050-4839-02	MISCELLANEOUS(NOTARY OATHS/PHOTO COPIES, ETC)-----		\$153.85
10-0030-4344-04	NO. MARRIAGE LICENSE-----	<u>2 @60.00</u>	\$120.00
			\$5,892.45
10-0018-4240-01	N. C. STATE EXCISE STAMP TAX-----		\$7,457.00
10-0030-4344-10	STATE TREASURER FEE-----	<u>132 @\$6.20</u>	\$818.40
	STATE VITAL RECORDS-----	<u>10 @14.00</u>	\$140.00
			\$14,307.85
10-0000-1251-00	A/R IN/OUT(REFUND)-----		
			\$14,307.85

David J. Wilson

REGISTER OF DEEDS - BERTIE COUNTY
By: Shamedia R. Williams, Asst.

FOR INFORMATIONAL PURPOSES

D/T /MORTGAGES-----	<u>33 @\$6.20=</u>	<u>\$204.60</u>
ADDITIONAL PAGES-----	<u>6 @\$0.40=</u>	<u>\$2.40</u>
DEEDS & OTHER INSTRUMENTS-----	<u>109 @\$1.94=</u>	<u>\$211.46</u>



C-5

COUNTY OF BERTIE

P.O. BOX 530
WINDSOR, NC 27983

121018

184890

INVOICE DATE INVOICE NUMBER

INVOICE DESCRIPTION

NET INVOICE AMOUNT

PO NO.

VOUCHER

12/05/18 18-22-BOND-S BONDED INSURANCE FOR NEW

444.00 2648

16485 PHELPS INSURANCE GROUP, INC.

444.00

184890

SOUTHERN BANK AND TRUST

COUNTY OF BERTIE
ACCOUNTS PAYABLE
P.O. BOX 530
WINDSOR, NC 27983

CHECK NO.

184890

184890

06-258
531

This Disbursement has been approved as
Required by The Local Government & Fiscal Control Act.

VENDOR	CHECK DATE	CHECK AMOUNT
16485	12/10/2018	\$444.00

PAY

*****444 DOLLARS AND NO CENTS

TO THE
ORDER OF

PHELPS INSURANCE GROUP, INC.
P O BOX 39
WINDSOR NC 27983

NON-NEGOTIABLE

⑈ 184890⑈ ⑆ 053102586⑆ 5331708879⑈

LOCAL GOVERNMENT PURCHASE ORDER

BERTIE COUNTY

BERTIE COUNTY SHERIFF OFFICE
 PO BOX 157
 222 COUNTY FARM RD
 WINDSOR, NC 27983

PURCHASE ORDER # 00002648-00 FY 2019
 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
 PHELPS INSURANCE GROUP, INC.
 P. O BOX 39
 WINDSOR, NC 27983

SHIP TO
 BERTIE COUNTY SHERIFF OFFICE
 PO BOX 157
 222 COUNTY FARM RD
 WINDSOR, NC 27983

Requisition
 00002961

DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION	
12/03/18	016485			SHERIFF	
LN	DESCRIPTION/PART NO.	UNIT	QTY	COST EA.	EXT. PRICE
001	ORIGINAL		1.00	444.00000	444.00
	PONDED INSURANCE NEW TERM FOR SHERIFF		EACH		
	10 -4310-5450-00	444.00			
				PO Total	444.00

DATE
 DEC 10 2018

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

FINANCE OFFICER'S COPY

WBR
 AUTHORIZED SIGNATURE

Phelps Insurance Group, Inc.

103 S King Street
PO Box 39
Windsor, NC 27983
Telephone: (252) 794-4036

Invoice

INVOICE NO: 09350
REFERENCE NO: 12563
DATE: 12/03/2018
PAYMENT DUE DATE: 12/03/2018

Bertie County Sheriff Office
PO Box 157
Windsor, NC 27983

Description: Bond--Sheriff John Holley

Producer	Company	Policy	Effective	Expires	Customer Service Rep
Cooper Insurance Agy	R L I Insurance Co	LSM0253847	12/06/2018	12/06/2022	Cottle, Briana H

Trans Code	Description	Amount
W	Renewal	444.00

Total Due 444.00

Please pay by 12/03/2018 to ensure continuing coverage.

Thank you for your business

Please return a copy of this invoice with your payment.

THANK YOU FOR YOUR BUSINESS!





201266

COUNTY OF BERTIE
ACCOUNTS PAYABLE
P.O. BOX 530
WINDSOR, NC 27983

CHECK NO.
201266

THIS DISBURSEMENT has been approved as
Required by The Local Government & Fiscal Control Act.

VENDOR	CHECK DATE	CHECK AMOUNT
10342	10/25/2021	\$625.00

PAY *****625 DOLLARS AND NO CENTS

TO THE ORDER OF CNA SURETY DIRECT BILL
P O BOX 957312
ST. LOUIS

MO 63195-7312

James A. Lee

⑈ 201266⑈ ⑆053102586⑆5331708879⑈

CHECK NO.
201266

201266

COUNTY OF BERTIE

P.O. BOX 530
WINDSOR, NC 27983

WARRANT NO.
102521

INVOICE DATE INVOICE NUMBER INVOICE DESCRIPTION
10/20/21 FY21-22-BOND SURETY BOND-FY 2021-2022

NET INVOICE AMOUNT PO NO.
625.00 1292

VOUCHER

VENDOR TO THE ORDER OF
10342 CNA SURETY DIRECT BILL

CHECK AMOUNT
625.00

CHECK NO.
201266

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

Purchase Order 00001292-00 FY 2022

The Above Purchase Order Number Must Appear
On All Correspondence - Packing Sheets And
Bills of Lading

Mail Invoices In Duplicate To
Above Address

ORIGINAL

Page 1

Vendor
CNA SURETY DIRECT BILL
P O BOX 957312

ST. LOUIS, MO
63195-7312

Ship To
BERTIE COUNTY FINANCE OFFICE
PO BOX 530
106 DUNDEE STREET
WINDSOR, NC
27983

Requisition
00001509

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
10/11/21	010342				FINANCE

LN	Description / Account	Unit	Qty	Unit Price	Net Price
001	104130-545000 SURETY BOND FY 2021-2022 FOR FINANCE OFFICER	EACH	1.00	175.00000	175.00
002	104140-545000 SURETY BOND-FY 2021-2022 FOR TAX COLLECTOR	EACH	1.00	450.00000	450.00

PO Total 625.00

***** General Ledger Summary Section *****

Account	Amount
104130-545000	175.00
104140-545000	450.00

WGR

Chief Procurement officer

PAID

OCT 25 2021

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

INVALID UNLESS THERE IS A SIGNATURE AND PURCHASE ORDER NUMBER

PAYMENTS 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

Billing Questions (888) 866-2666
Email info@cnasurety.com

Premium \$175.00

BERTIE COUNTY FINANCE OFFICER
P. O. BOX 530
WINDSOR, NC 27983

Amount Due \$175.00

Bond Detail

Bond # 24857717 Obligee OBLIGEE ADDRESS UNKNOWN
Company Western Surety Company
Term Dates 12/06/2021 to 12/06/2022
Bond Amount \$50,000.00
Description NC P.E. Position Schedule (1)

Agent Information

Cooper Insurance Agency
P. O. Box 39
Windsor, NC 27983
Phone : (252)794-4036

Messages

We show one individual in this business.
To ensure proper coverage, verify the total number of employees (and owners, if they are covered) & fax, call or write us if the number has changed.

Payment Instructions



- Pay Online at ONLINEPAY.CNASURETY.COM
- If paying by mail, please send payment 2 weeks prior to due date to ensure receipt
Make check payable to CNA Surety
Detach payment stub and return with payment

Note-Renewal documents will only be sent upon receipt of full payment

Bertie County Finance Officer

Bond # 24857717
Company 0601
Agency 32-02936
Cooper Insurance Agency

Payment Due	12/06/2021	Amount Due	\$175.00
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CNA Surety Direct Bill
P.O. Box 957312
St. Louis, MO 63195-7312

PAID
OCT 25 2021



Notice of Premium Due 12/06/2021

Billing Questions (888) 866-2666
Email info@cnasurety.com

Premium \$450.00

BERTIE COUNTY TAX COLLECTOR
PO BOX 527
WINDSOR, NC 27983

Amount Due \$450.00

Bond Detail

Bond # 24857715 Obligee OBLIGEE ADDRESS UNKNOWN
Company Western Surety Company
Term Dates 12/06/2021 to 12/06/2022
Bond Amount \$50,000.00
Description NC P.E. Position Schedule (1)

Agent Information

Cooper Insurance Agency
P. O. Box 39
Windsor, NC 27983
Phone : (252)794-4036

Messages

We show one individual in this business.
To ensure proper coverage, verify the
total number of employees (and owners, if
they are covered) & fax, call or write
us if the number has changed.

Payment Instructions



- Pay Online at ONLINEPAY.CNASURETY.COM
- If paying by mail, please send payment 2 weeks prior to due date to ensure receipt
Make check payable to CNA Surety
Detach payment stub and return with payment

Note-Renewal documents will only be sent upon receipt of full payment

Bertie Countytax Collector
Bond # 24857715
Company 0601
Agency 32-02936
Cooper Insurance Agency

Payment Due 12/06/2021 Amount Due \$450.00

CNA Surety Direct Bill
P.O. Box 957312
St. Louis, MO 63195-7312

PAID
OCT 25 2021



201365

COUNTY OF BERTIE
ACCOUNTS PAYABLE
P.O. BOX 530
WINDSOR, NC 27983

CHECK NO.
201365

THIS DISBURSEMENT has been approved as
Required by The Local Government & Fiscal Control Act.

VENDOR	CHECK DATE	CHECK AMOUNT
10342	11/05/2021	\$221.00

PAY *****221 DOLLARS AND NO CENTS

TO THE ORDER OF CNA SURETY DIRECT BILL
P O BOX 957312
ST. LOUIS

MO 63195-7312

Jimmy G. Lee

⑈ 201365 ⑈ ⑆053102586⑆5331708879⑈

CHECK NO.
201365

201365

COUNTY OF BERTIE

P.O. BOX 530
WINDSOR, NC 27983

WARRANT NO.
111021

VOUCHER

INVOICE DATE INVOICE NUMBER INVOICE DESCRIPTION
11/01/21 FY2022-ROD BOND-FY2022

NET INVOICE AMOUNT PO NO.
221.00 1614

VENDOR TO THE ORDER OF
10342 CNA SURETY DIRECT BILL

CHECK AMOUNT
221.00

CHECK NO.
201365

BERTIE CO REGISTER OF DEEDS
PO BOX 340
108 DUNDEE STREET
WINDSOR, NC 27983

Purchase
Order 00001614-00 FY 2022

The Above Purchase Order Number Must Appear
On All Correspondence - Packing Sheets And
Bills Of Lading

Mail Invoices In Duplicate To
Above Address

ORIGINAL

Page 1

Vendor
CNA SURETY DIRECT BILL
P O BOX 957312

ST. LOUIS, MO
63195-7312

Ship To
BERTIE CO REGISTER OF DEEDS
PO BOX 340
108 DUNDEE STREET
WINDSOR, NC
27983

Requisition
00001850

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
10/29/21	010342	10/28/21			REGISTER OF DEEDS

LN	Description / Account	Unit	Qty	Unit Price	Net Price
001	104180-549000 BOND	EACH	1.00	221.00000	221.00

PO Total 221.00

***** General Ledger Summary Section *****
Account
104180-549000

Amount 221.00

WGR

Chief Procurement Officer

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

INVALID UNLESS THERE IS A SIGNATURE AND PURCHASE ORDER NUMBER

PAYMENTS 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**

Billing Questions (888) 866-2666
Email info@cnasurety.com

Premium \$221.00

OFFICE OF THE REGISTER OF DEEDS COUNTY OF BER
P. O. BOX 340
WINDSOR, NC 27983

Amount Due	\$221.00
-------------------	-----------------

Bond Detail

Bond # 71036141 Obligee OBLIGEE ADDRESS UNKNOWN
Company Western Surety Company
Term Dates 12/23/2021 to 12/23/2022
Bond Amount \$50,000.00
Description NC P E F P B #3

Agent Information Messages

Cooper Insurance Agency
P. O. Box 39
Windsor, NC 27983
Phone : (252)794-4036

We show 4 rated for premium purposes.
To ensure proper coverage, verify the total number of employees and owners covered & contact us with changes. Note: After several years, we may have increased our rates slightly.

Payment Instructions



- Pay Online at ONLINEPAY.CNASURETY.COM
- If paying by mail, please send payment 2 weeks prior to due date to ensure receipt
Make check payable to CNA Surety
Detach payment stub and return with payment

Note-Renewal documents will only be sent upon receipt of full payment

Office of The Register of Deeds County of Bertie

Bond # 71036141
Company 0601
Agency 32-02936
Cooper Insurance Agency

Payment Due	12/23/2021	Amount Due	\$221.00
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CNA Surety Direct Bill
P.O. Box 957312
St. Louis, MO 63195-7312



C-6

BUDGET AMENDMENT

22-02

	INCREASE		INCREASE
10-0025-4586-05	\$ 3,564		10-5860-5399-10
10-0090-4991-99	\$ 1,188		\$ 4,752

SETUP BUDGET FOR SR CENTER GENERAL PURPOSE MONEY (APPROVED 10-04-2021)

	INCREASE			INCREASE
10-5860-5399-95	\$ 34,976	EDTAP	10-0025-4586-03	\$ 34,976
12-5380-5399-95	\$ 23,317	EDTAP	12-0025-4586-03	\$ 23,317
12-5380-5399-94	\$ 8,021	WF	12-0025-4531-10	\$ 8,021
10-6100-5695-20	\$ 60,374	RGP	10-0025-4585-04	\$ 60,374

TO SETUP BUDGET FOR ROAP TRANSPORTATION MONEY FROM STATE

APPROVED ___ / ___ /2021

**CONTRACT FOR AGING SERVICES
 PROVIDED THROUGH THE OLDER AMERICANS ACT AND
 STATE APPROPRIATED FUNDS FROM
 THE NORTH CAROLINA DIVISION OF AGING**

July 1, 2021 through June 30, 2022

This Agreement, entered into as of this 1st day of July 2021, by and between the County of Bertie (hereinafter referred to as the "provider") and the Mid-East Commission Area Agency on Aging (hereinafter referred to as the "MEC").

Witnesseth That:

WHEREAS, the MEC and the provider agree to the terms and conditions for provision of aging services in connection with activities financed in part by Older Americans Act grant funds, provided to the MEC from the United States Department of Health and Human Services through the North Carolina Division of Aging and Adult Services (DAAS) and state appropriations made available to the MEC through the North Carolina Division of Aging and Adult Services, as set forth in a) this document, b) the Division of Aging and Adult Services Service Standards Manual, Volumes I through IV, and, c) the Division of Aging and Adult Services Community Service Providers Monitoring Guidelines.

NOW THEREFORE, in consideration of these premises, and mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

1. Availability of Funds. The terms set forth in this Agreement for payment are contingent upon the receipt of funding by the MEC.
2. Grant Administration. The grant administrator for MEC shall be Bryant Buck, Executive Director. The grant administrator for the provider shall be Venita Thompson, Director. It is understood and agreed that the grant administrator for the provider shall represent the provider in the performance of this Agreement. The provider shall notify the MEC in writing if the administrator changes during the grant period. Specific responsibilities of the grant administrator for the provider are provided in paragraph six (6) of this Agreement.
3. Scope of Services: The provider shall do, perform, and carry out in a satisfactory and proper manner, as determined by the MEC, the agreements and assurances required in the request for proposal.

<u>Services</u>	<u>Federal/State Dollars</u>	<u>Local Match</u>
General Purpose (176)	\$ 3,564	\$1,188

The provider shall submit an annual report to the MEC no later than July 14, 2022. Services authorized through this agreement shall be undertaken and pursued in such sequence as to assure their expeditious completion. All services required hereunder

shall be completed by June 30, 2021. No state funds can be dispersed after the close of the fiscal year. Projected June expenditures must be reported with May services reported in June.

4. Assignability and Contracting. The provider shall not assign all or any portion of its interest in this Agreement. Any purchase of services with grant funding shall be carried out in accordance with the procurement and contracting policy of the provider or, where applicable, the MEC, which does not conflict with procurement and contracting requirements contained in 45 CFR 92.36. Federal funds shall not be awarded to any subrecipients who have been suspended or debarred by the Federal government. In addition, Federal funds may not be used to purchase goods or services from a vendor that has been suspended or debarred from Federal grant programs.
5. Compensation and Payments to the Provider. The provider shall be compensated for the work and services actually performed under this Agreement by payments to be made by the MEC. Total reimbursement to the provider under this Agreement may not exceed the grand total of available funding.
 - (a) Reimbursement of Service Costs. Reimbursements of service costs are carried out as provided in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.
6. Reallocation of Funds and Budget Revisions. Any reallocation of funding between providers shall be voluntary on the part of the provider and shall be effective only for the period of the Agreement. The reallocation of funds between providers will not affect the allocation of future funding to the provider. If during the performance period of the Agreement, the MEC determines that a portion of the funds will not be expended; the grant administrator for the provider shall be notified in writing by the MEC and given the opportunity to make funds available for reallocation to other providers in the Planning and Service Area or elsewhere in the state.

Providers may request budget revisions during the period of the agreement, with final budget revisions due to the MEC no later than May 1, 2022.

Unless community services providers have been given the capacity to enter data into the Aging Resources Management System (ARMS), Area Agencies on Aging are responsible for entering amended service data into the Division of Aging Management Information System, as specified in the N.C. Division of Aging Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.

7. Monitoring. This Agreement will be monitored to assure that services are being provided in compliance with the N.C. Division of Aging Service Standards Manual, dated July 1, 1992, and the N.C. Division of Aging Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997. Further, compliance with updated monitoring requirements, as specified in Office of Management and Budget (OMB) Circular A-133 and NC General Statute 143-6, shall be

carried out. Monitoring shall also include compliance with conflict-of-interest requirements. Monitoring requirements are discussed in DOA Administrative Letter No. 03-14 (11/5/03). Private non-profit service providers will be monitored to ensure compliance with conflict-of-interest policies, as stated in DOA Administrative Letter No. 03-14.

The monitoring of services provided under this Agreement shall be carried out by the MEC in accordance with its Assessment Plan and/or by the DAAS regional Adult Program Representatives in accordance with the parameters of the interagency agreement established between the Division of Aging and the Division of Social Services, as provided in DOA Administrative Letter No. 98-13.

Providers will receive a written report of monitoring findings in accordance with procedures established in Section 308 of the AAA Policies and Procedures Manual (July, 1994) and DOA Administrative Letter No. 98-13. Any areas of non-compliance will be addressed in a written corrective action plan with the provider.

8. Disputes and Appeals. Any dispute concerning a question of fact arising under this Agreement shall be identified to the designated grant administrator for the MEC. In accordance with Lead Regional Organization (LRO) policy, a written decision shall be promptly furnished to the designated grants administrator for the provider.

The decision of the LRO is final unless within twenty (20) days of receipt of such decision the provider furnishes a written request for appeal to the Director of the North Carolina Division of Aging and Adult Services, with a copy sent to the MEC. The request for appeal shall state the exact nature of the complaint. The Division of Aging and Adult Services will inform the provider of its appeal procedures and will inform the MEC that an appeal has been filed. Procedures thereafter will be determined by the appeals process of the Division of Aging and Adult Services. The state agency address is as follows:

Director
North Carolina Division of Aging and Adult Services
2101 Mail Service Center
693 Palmer Drive
Raleigh, North Carolina 27699-2101

9. Termination for Cause. If through any cause, the provider shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or the provider has or shall violate any of the covenants, agreements, representations or stipulations of this Agreement, the MEC shall have the right to terminate this Agreement by giving the provider written notice of such termination to the provider and specifying the effective date thereof. The date of notice shall be at least five (5) working days before MEC effective date of such termination. In such event, all documents and other materials collected or produced under this Agreement shall at the option of the MEC, become its property. The provider shall be entitled to receive just and equitable compensation for any work satisfactorily performed under this Agreement.
10. Audit. The Community Service Provider agrees to have an annual independent audit in accordance with North Carolina General Statutes, North Carolina Local Government

Commission requirements, Division of Aging and Adult Services Program Audit Guide for Aging Services and Federal Office of Budget and Management (OMB) Circular A-133.

Community service providers must provide a copy of their year end financial statements, and any required audit, to the MEC on Aging. Community service providers, as specified in paragraph one (1) are subject to audit and fiscal reporting requirements as stated in NC General Statute 143-6 and OMB Circular a-133, where applicable. Home and Community Care Block Grant providers are not required to submit Activities and Accomplishments Reports. For-profit corporations are not subject to the requirements of OMB Circular A-133, but are subject to NC General Statute 143-6 and Yellow Book audit requirements, where applicable. **Federal funds** may not be used to pay for a **Single or Yellow Book** audit unless it a federal requirement. **State funds** will not be used to pay for a **Single or Yellow Book** audit if the provider receives less than \$500,000 in state funds. The Department of Health and Human Services will provide confirmation of federal and state expenditures at the close of the state fiscal year. Information on audit and fiscal reporting requirements can be found at <http://www.ncgrants.gov>.

The following provides a summary of reporting requirements under NCGS 143-6 and OMB Circular A-133 based upon funding received and expended during the service provider's fiscal year.

11. Audit/Assessment Resolutions and Disallowed Cost. It is further understood that the community service providers are responsible to the MEC for clarifying any audit exceptions that may arise from any MEC assessment, county or community service provider single or financial audit, or audits conducted by the State or Federal Governments. In the event that the MEC or the Department of Health and Human Services disallows any expenditure made by the community service provider for any reason, the Community Service Provider shall promptly repay such funds to the MEC once any final appeal is exhausted in accordance with paragraph nine (9). The only exceptions are if the MEC is designated as a community service provider through the County Funding Plan or, if as a part of a procurement process, the MEC on Aging enters into a contractual agreement for service provision with a provider which is in addition to the required County Funding Plan formats. In these exceptions, the MEC is responsible for any disallowed costs. The County or MEC can recoup any required payback from the community service provider in the event that payback is due to a community service provider's failure to meet OMB Circular A-122 requirements, requirements of A-110, requirements of 45CFR, Part 1321, and 45CFR, Part 92, or state eligibility requirements as specified in policy.
12. Indemnity. The provider agrees to indemnify and save harmless the MEC, its agents, and employees from and against any and all loss, cost, damages, expenses, and liability arising out of performance under this Agreement to the extent of errors or omissions of the provider.
13. Equal Employment Opportunity and Americans with Disabilities Act Compliance. The provider shall comply with all federal and state laws relating to equal employment opportunity and accommodation for disability.

14. Data to be Furnished to the Provider. All information which is existing, readily available to the MEC without cost and reasonably necessary, as determined by the MEC's staff, for the performance of this Agreement by the provider shall be furnished to the provider without charge by the MEC. The MEC, its agents and employees, shall fully cooperate with the provider in the performance of the provider's duties under this Agreement.
15. Rights In Documents, Materials and Data Produced. The provider agrees that at the discretion of the MEC, all reports and other data prepared by or for it under the terms of this Agreement shall be delivered to, become and remain the property of the MEC upon termination or completion of the work. Both the MEC and the provider shall have the right to use same without restriction or limitation and without compensation to the other. For the purposes of this Agreement, "data" includes writings, sound recordings, or other graphic representations, and works of similar nature. No reports or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the provider.
16. Interest of the Provider. The provider covenants that neither the provider nor its agents or employees presently has an interest, nor shall acquire an interest, direct or indirect, which conflicts in any manner or degree with the performance of its service hereunder, or which would prevent, or tend to prevent, the satisfactory performance of the service hereunder in an impartial and unbiased manner.
17. Interest of Members of the MEC, Lead Regional Organization, and Others. No officer, member, or employee of the MEC, and no public official of any local government which is affected in any way by the Project, who exercises any function or responsibilities in the review or approval of the Project or any component part thereof, shall participate in any decisions or provisions of service relating to this Agreement which affects his personal interest or the interest of any corporation, partnership or association in which he is, directly or indirectly, interested; nor shall any such persons have any interest, direct or indirect, in this Agreement or the proceeds arising therefrom.
18. Officials not to Benefit. No member of or delegate to the Congress of the United States of America, resident Commissioner or employee of the United States Government, shall be entitled to any share or part of this Agreement or any benefits to arise here from.
19. Prohibition Against Use of Funds to Influence Legislation. No part of any funds under this Agreement shall be used to pay the salary or expenses of any employee or agent acting on behalf of the provider to engage in any activity designed to influence legislation or appropriations pending before Congress.
20. Applicable Law. This Agreement is executed and is to be performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State.
21. Disaster Assistance: In the event that elderly individuals are endangered by the occurrence of a tornado, fire, flood, severe temperature extremes, or other disaster

related situation, the provider shall cooperate with requests for assistance from the MEC.

- 22. Attendance at MEC Meetings: The provider shall attend any committee; special meeting; or staff development training being held by the MEC to include the Regional Advisory Committee.

In witness whereof, the MEC and the provider have executed this Agreement as of the day first written above.

Bertie County

Attest:

Jashonda Cartwright

Date: 10/5/2021

By: James Vaughn II

Title: County Manager

Date: 10/5/21

Mid-East Commission

Attest:

Annette Eubanks

Annette Eubanks
Area Agency on Aging Director

Date: 10/07/2021

By: N. Bryant Buck

N. Bryant Buck
Executive Director

Date: 10/07/2021

Provision for payment of the monies to fall due under this Agreement within the current fiscal year have been made by appropriation duly authorized as required by the Local Government Budget and Fiscal Control Act.

BY: Janet E Dodge, Jr DATE: 10/07/2021
Janet Dodge, Finance Officer, Mid-East Commission



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

MEMORANDUM

TO: Bertie County
FROM: Myra Freeman, Finance Manager
DATE: November 19, 2021
SUBJECT: FY2022 Rural Operating Assistance Program (ROAP)

The North Carolina Department of Transportation (NCDOT), Public Transportation Division (PTD) has disbursed the Rural Operating Assistance Program (ROAP) funds to Bertie County. The period of performance for eligible program costs is July 1, 2021 – June 30, 2022. The following funds are awarded to Bertie County for each individual ROAP program as indicated:

FY2022 Formula ROAP 1st and Final Disbursement

EDTAP COA 60% DSS 40%	EMPLOYMENT	RGP	TOTAL FORMULA DISBURSEMENT
34,976 23,317			
\$58,293.00	\$8,021.00	\$60,374.00	\$126,688.00

The disbursement amounts listed above represent 100% disbursement of total approved funds for the formula allocations for each program – Elderly and Disabled Transportation Assistance Program (EDTAP), Employment Transportation Program and Rural General Public (RGP). **It is the responsibility of the County to comply with the provisions of the ROAP guidelines and to ensure that the receipt, expenditure, and any sub-allocation of funds are tracked for each individual ROAP program.** Please refer to the program guidance in the FY2022 ROAP application package for eligible transportation assistance expenses and reporting requirements. ROAP program funds must be expended on eligible transportation operating expenses, as identified in the FY 2022 application.

Rural General Public (RGP) funds have a 10% local matching requirement. RGP funds may be used to provide up to, but not to exceed, ninety-percent (90%) of the fully allocated cost of each general public trip. The remaining ten-percent (10%) must be provided from fares, local funds or a combination of the two. Note however, that for each trip that is provided, the total of costs charged to the RGP program and the fare charged to the rider should not exceed the fully allocated cost of the trip.

EDTAP & EMPLOYMENT funds may be used to provide up to 100% of the fully allocated cost of the trip or allowable transportation related other service and requires no local match.

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION DIVISION
1550 MAIL SERVICE CENTER (MSC)
RALEIGH, NC 27699-1550

Telephone: (919) 707-4670
Fax: (919) 733-1391
Customer Service: 1-877-368-4968

Location:
15 WILMINGTON STREET
RALEIGH, NC 27601

Website: www.ncdot.gov

Bertie County must meet the reporting requirements as established in the program guidance, including but not limited to the submittal of an annual ROAP report.

Questions concerning the FY2022 program requirements, allocations and disbursement amount should be addressed to the Grants Administration Specialist assigned to your county.

Thank you.

cc: Transportation Director
County Manager
Finance Officer
NCDOT Grants Administration Specialist



C-7

Lewiston Woodville Volunteer Fire Department, Inc.
103 w Church Street P O Box 395
Lewiston Woodville, NC 27849
Phone: (252) 348-2658 Fax: (252) 348-2658

October 25, 2021

To: N C Fire Association

Subject: Lewiston Woodville Relief Fund Member Replacement

Due to the fact that Board Member Charles P Vaughan died during this year the Lewiston Woodville Volunteer Fire Department would like to have his spot replaced by Fire Chief Harris Williams Jr.

Harris Williams was voted on by the department to fill the vacancy.

Approved by Lewiston Woodville Volunteer Fire Department

General E. Faison Sr President Date: _____

General E Faison, Sr, President

Approved by Bertie County Commissioners

_____ Chairman Date: _____

Tammy Lee, Chairman



C-9

Settlement Participation Form

Governmental Entity: Bertie County	State: North Carolina
Authorized Signatory: Juan Vaughan, II County Manager	
Address 1: 106 Dundee Street	
Address 2: PO Box 530	
City, State, Zip: Windsor, NC 27983	
Phone: (252)794-5300	
Email: juan.vaughan@bertie.nc.gov	

The governmental entity identified above (“Governmental Entity”), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated July 21, 2021 (“Distributor Settlement”), and acting through the undersigned authorized official, hereby elects to participate in the Distributor Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Distributor Settlement, understands that all terms in this Election and Release have the meanings defined therein, and agrees that by this Election, the Governmental Entity elects to participate in the Distributor Settlement and become a Participating Subdivision as provided therein.
2. The Governmental Entity shall, within 14 days of the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed.
3. The Governmental Entity agrees to the terms of the Distributor Settlement pertaining to Subdivisions as defined therein.
4. By agreeing to the terms of the Distributor Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
5. The Governmental Entity agrees to use any monies it receives through the Distributor Settlement solely for the purposes provided therein.
6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity’s state where the Consent Judgment is filed for purposes limited to that court’s role as provided in, and for resolving disputes to the extent provided in, the Distributor Settlement.
7. The Governmental Entity has the right to enforce the Distributor Settlement as provided therein.

8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Distributor Settlement, including but not limited to all provisions of Part XI, and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Distributor Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Distributor Settlement shall be a complete bar to any Released Claim.
9. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the Distributor Settlement.
10. In connection with the releases provided for in the Distributor Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

General Release; extent. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Distributor Settlement.
11. Nothing herein is intended to modify in any way the terms of the Distributor Settlement, to which Governmental Entity hereby agrees. To the extent this Election and Release is interpreted differently from the Distributor Settlement in any respect, the Distributor Settlement controls.

I swear under penalty of perjury that I have all necessary power and authorization to execute this Election and Release on behalf of the Governmental Entity.

Signature: _____

Name: Juan Vaughan, II

Title: Bertie County Manager

Date: _____



C-10

Settlement Participation Form

Governmental Entity: Bertie County	State: North Carolina
Authorized Signatory: Juan Vaughan, II, County Manager	
Address 1: 106 Dundee Street	
Address 2: PO Box 530	
City, State, Zip: Windsor, NC 27983	
Phone: (252)794-5300	
Email: juan.vaughan@bertie.nc.gov	

The governmental entity identified above (“Governmental Entity”), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated July 21, 2021 (“Janssen Settlement”), and acting through the undersigned authorized official, hereby elects to participate in the Janssen Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Janssen Settlement, understands that all terms in this Election and Release have the meanings defined therein, and agrees that by this Election, the Governmental Entity elects to participate in the Janssen Settlement and become a Participating Subdivision as provided therein.
2. The Governmental Entity shall, within 14 days of the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed.
3. The Governmental Entity agrees to the terms of the Janssen Settlement pertaining to Subdivisions as defined therein.
4. By agreeing to the terms of the Janssen Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
5. The Governmental Entity agrees to use any monies it receives through the Janssen Settlement solely for the purposes provided therein.
6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity’s state where the Consent Judgment is filed for purposes limited to that court’s role as provided in, and for resolving disputes to the extent provided in, the Janssen Settlement.
7. The Governmental Entity has the right to enforce the Janssen Settlement as provided therein.

8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Janssen Settlement, including but not limited to all provisions of Section IV (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Janssen Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Janssen Settlement shall be a complete bar to any Released Claim.

9. In connection with the releases provided for in the Janssen Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

General Release; extent. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Janssen Settlement.

10. Nothing herein is intended to modify in any way the terms of the Janssen Settlement, to which Governmental Entity hereby agrees. To the extent this Election and Release is interpreted differently from the Janssen Settlement in any respect, the Janssen Settlement controls.

I swear under penalty of perjury that I have all necessary power and authorization to execute this Election and Release on behalf of the Governmental Entity.

Signature: _____

Name: Juan Vaughan, II

Title: Bertie County Manager

Date: _____



C-11



PROFESSIONAL SERVICES PROPOSAL

Fire Protection Service District Technical Assistance

Prepared For: Bertie County, North Carolina

Prepared By: NC Fire Rescue Innovative Solutions, LLC dba

NC Fire Chief Consulting

NC Fire Chief Consulting

3140 Abingdon Place

Burlington, NC 27215

P: (336) 266-7998

www.NCFireChief.com

Point of Contact

Greg Grayson

Chief Officer

M: (336) 266-7998

GGrayson@NCFireChief.com



North Carolina Fire Chief Consulting

3140 Abingdon Place
Burlington, North Carolina 27215
(336) 266-7998
ggrayson@NCFireChief.com
www.NCFireChief.com

December 1, 2021

Mr. David Scarborough, Assistant County Manager
Bertie County
106 Dundee Street
Windsor, North Carolina 27983

Dear Mr. Scarborough,

Thank you for providing an opportunity to advance Bertie County Government's vision for developing sustainable funding models for the county's fire services into the future. We understand that upcoming decisions are a pivotal time for Bertie County Government and we commend executive leadership for taking due diligence in making informed decisions on establishing funding systems and structures that will be able to serve the people of Bertie County for many years ahead. We value and are honored by the opportunity to again work together with Bertie County leadership to build, develop and strengthen service delivery systems for the people of Bertie County as you move forward.

In follow up to the countywide fire service analysis that we conducted back in 2020 for Bertie County, we concur that Bertie County is well positioned to move forward with implementing a service district to support the fire protection service delivery system and help fund fire and rescue services that protect the people of Bertie County.

Our approach to this critical work will be to support Bertie County staff and assist you in navigating through the process over the approximate next nine months by helping you collaborate to help you **facilitate a transitional process** from where Bertie County is today totally dependent upon General Fund appropriation into a single, unified service district that will encompass most of the unincorporated areas of Bertie County and will include some of the smaller municipalities that choose to be a part of the streamlined, unified service district.

Harnessing best practices from other North Carolina counties, coupled with experience from various subject matter experts within North Carolina, we will guide county staff through various steps of the process to positively make the transition to the more optimal unified service district model.

Initial, principal goals and projected outcomes of this unified service district include, but are not limited to:

- Establishing sustainable funding systems/structures long-term for the fire service in Bertie County.
- A higher level of equity in levels of service delivery across the unincorporated areas of Bertie County, enabling service contracts with all service providers to be more similar in terms of expectations of services delivered, response times, first unit arrival, full complement, etc.
- More uniform inclusion and engagement by municipalities that choose to be a part of the unified service district across the county.
- Establishing a strengthened governance structure for the Bertie County Board of Commissioners for unincorporated fire protection by establishing a commission (or similar) comprised of both fire service and citizens that will review fire service funding issues and make authorized, researched recommendations to the Board of Commissioners for adoption.
- Enabling Bertie County to modernize their service delivery contract with provider fire departments and ensure closest station response across the county's jurisdiction.
- Develop dynamic funding formulas for each contracting fire department that reflect several key indicators of hazard and risk and represent a fair and realistic reflection of the cost to protect each response area. These funding formulas should reflect data from multiple years and fairly represent municipal needs in a balanced cost share model so that there is parity for all taxpayers when contracting fire departments serve both unincorporated areas as well as municipalities.
- Strengthen accountability at all levels of the delivery system including funding, equity, governance, and services provided.

To assure full accountability to Bertie County Government, we would propose to conduct these technical professional services on a month-to-month basis, reporting to you in a written report what tasks have been completed in the past 30 days and project the scheduled work for the coming 30 days. This periodic structure/process would provide a regimented formal opportunity for you to provide direction and/or redirection on course or speed of work that we were performing.

We recognize and respect that Bertie County has limited resources to invest in this initiative. Therefore, we have constructed a very conservative scope of work for this initiative below reflecting approximately **60 professional services hours**. NC Fire Chief Consulting proudly serves as the North Carolina League of Municipalities (NCLM) official fire consulting provider. As such, we provide a 20% discounted hourly rate to all NCLM members through our contract with the NCLM and we extend that same contract to NC Association of County Commissioner members. We only invoice for actual hours worked. Based on the projected scope of work below at 60 hours at the discounted

contract rate of \$159 per hour, the total project could accumulate to \$9,540. Beyond the professional services hours, monthly invoices will include reimbursement for mileage and per diem at the current federal/GSA rate and any other pre-approved reimbursements. **To conduct the scope of work as stated in this document will not exceed a total of \$11,000, including reimbursements.** Any work beyond the stated scope will be at the same hourly rate and reimbursement schedule and will require a written commitment by both parties at least in the form of email correspondence.

We understand that you desire for this scope of work to be complete by September 30, 2022 or before. We can accomplish that task if we are provided with the necessary information to conduct analysis and provide feedback in the prescribed manner on a timely basis.

Please review the proposed scope of work as outlined below and let us know how we can modify this to best meet the needs of Bertie County for this most important initiative.

We look forward to collaborating to strengthen and improve the fire protection service delivery system in Bertie County. Please let us know how we can best help moving forward.

Sincerely,



Gregory H. Grayson
Chief Officer

Deliverables & Cost

Based upon the requests and information received and data provided to NCFCC to date, we would offer the following levels of specific assistance to Bertie County:

Core Individual Scope Tasks	Estimated Professional Services Hours	Estimated Cost
<p>Assist Bertie County Staff with Communication with Stakeholders and Elected Officials (to the extent that credible data and timely information is available and provided):</p> <ul style="list-style-type: none"> a. Conduct one virtual interactive municipal stakeholder educational session regarding North Carolina’s statutes related to service districts and municipal participation in service districts. b. On a single day, hold one stakeholder session on site, in person at the completion of the project as well as present findings of the project on site, in person to the County Board of Commissioners and County staff. <ul style="list-style-type: none"> • <i>Consultant team to provide an approximate one-hour presentation to the Bertie County Board of County Commissioners in person on site at conclusion of the project.</i> • <i>One hard copy and a digital copy of the report will be provided to the County.</i> c. Maintain virtual communication with identified personnel throughout the project. <ul style="list-style-type: none"> • <i>Provide the Assistant County Manager with monthly reports of progress.</i> • <i>Develop and maintain a project Dropbox site for all key stakeholders throughout the initiative.</i> 	16	\$2,544
<p>Assist Bertie County Staff with GIS Analysis (to the extent that credible data and timely information is available and provided):</p> <ul style="list-style-type: none"> a. Review and revise previously produced GIS products to adjust as needed with respect to which municipalities desire to participate and which do not desire to participate in the service district. b. Review available performance data from the CAD system to determine any significant changes of need that may have occurred over the past year. 	4	\$636

Assist Bertie County Staff with Financial Analysis (to the extent that credible data and timely information is available and provided):

- a. Review available financial records of each contracting fire department to determine the following key elements over the most recent three fiscal year period: (Key Note: outcomes will be dependent upon the data provided.)
 - i. Outputs:
 - 1. Current annual capital funding/debt service obligations.
 - 2. Current total annual operating costs.
 - 3. Total dollars/percentage designated to personnel and benefits.
 - ii. Inputs:
 - 1. Municipal funding.
 - 2. Fundraising.
 - 3. Grants and other identified funding sources.
 - iii. Fund Balance:
 - 1. Designated and undesignated amounts.

8

\$1,272

This data will be collected through a compilation of department submitted information. NCFCC will provide a data collection tool for Bertie County to distribute and collect data from each contracting fire department for us to be able to review/analyze.

Assist Bertie County Staff with Capital Asset Analysis (to the extent that credible data and timely information is available and provided):

- a. Develop a listing of real property assets owned by contracting fire departments with approximate valuation.
- b. Develop a listing of large fire apparatus owned by contracting fire departments and associated valuation of each piece of apparatus.
- c. Develop a general inventory of high value loose equipment such as radios, self-contained breathing equipment, extrication equipment, etc.
- d. Construct a projected capital replacement plan for capital assets based upon industry best practice in North Carolina with projections for life expectancy for both real property and apparatus.
- e. Project capital replacement costs in the next five (5) fiscal years beginning with FY 22-23 through FY 27-28.

8

\$1,272

This data will be collected through a compilation of department submitted information as well as gathering data through the department's insurer(s), which Bertie County will need to require agreement from each contracting department for us to be able to aptly obtain.

<p>Assist Bertie County Staff with Municipal Modeling (to the extent that credible data and timely information is available and provided):</p> <ul style="list-style-type: none"> a. For fire departments that serve both a municipality and unincorporated area, construct a basic comparison model that indicates comparison information as provided by the County and other credible sources, such as: <ul style="list-style-type: none"> i. Population. ii. Property square footage. iii. 9-1-1 dispatches. iv. Square mileage. v. Property valuation. b. From the above data, construct a viable conceptual cost-share city-county model for each fire department that serves both a municipality and an unincorporated area. c. Develop a template for each municipality in Bertie County that could be presented to the municipality for consideration for participation in a unified fire protection service district. <p><i>Bertie County will need to provide applicable data for this modeling analysis.</i></p>	8	\$1,272
<p>Assist Bertie County Staff with Developing a Fire Protection Service District Governance Structure (utilizing NC best practice modeling):</p> <ul style="list-style-type: none"> a. Conduct an analysis and develop recommendations on the most appropriate governance structure for a service district model for Bertie County based upon the actual experience of other actual experienced models within North Carolina. This recommendation should include the following: <ul style="list-style-type: none"> i. Composition of personnel in the decision-making process. ii. Setting the tax rate of the service district(s). iii. Baseline funding amounts. iv. Other aspects of essential service delivery. <ul style="list-style-type: none"> • <i>In addition, we would provide best practice recommendations on a host of important considerations with a unified service district that would include, but not be limited to:</i> <ul style="list-style-type: none"> ▪ <i>Use of a dynamic funding model that provides consideration to several measurable factors related to providing service related to hazards and risks for each of the contracting fire departments. These factors will adjust on a rolling cycle over time to avoid unusual occurrences (such as COVID responses).</i> 	4	\$636

<p>Assist Bertie County Staff with Service Contract Development (<i>utilizing NC best practice modeling</i>):</p> <p>a. Under a unified service district model, present a best practice service district model contract/agreement between Bertie County Government and contracting private non-profit corporation fire departments and/or municipalities for Bertie County to consider that is in alignment with other actual experienced models within North Carolina. This document should meet the essential needs of Bertie County Government.</p>	4	\$636
<p>Assist Bertie County Staff with Developing a North Carolina General Statute Presentation Plan (<i>utilizing NC best practice modeling</i>):</p> <p>a. Develop a written plan and findings that provides the essential elements that the Board of Commissioners must consider as specifically outlined in North Carolina General Statutes for Bertie County to present to the public and will consider for adoption of a service district(s) plan.</p> <ul style="list-style-type: none"> • <i>From cumulative information, the assessment team will develop a written plan that meets the intent of the state statute of the County Service District Act of 1973.</i> • <i>(b) Report. – Before the public hearing required by subsection (c), the board of commissioners shall cause to be prepared a report containing:</i> <ul style="list-style-type: none"> ▪ <i>A map of the proposed district, showing its proposed boundaries.</i> ▪ <i>A statement showing that the proposed district meets the standards set out in subsection (a); and</i> ▪ <i>A plan for providing one or more of the services listed in G.S. 153A-301 to the district.</i> 	8	\$1,272
<p>TOTAL:</p>	60	\$9,540

Work hours beyond the above scope must be approved in writing, but will be eligible for the same professional services hourly rate of \$159 per specialty consultant. In addition to the above professional services fees, we will invoice for mileage at the current federal rate and any other reimbursable expenses at the actual cost. Travel meals are invoiced at the current federal GSA per diem rate for Windsor, NC (NC non specified location). Invoices will be issued monthly only for services rendered with documentation.

We are attaching a Certificate of Insurance with Bertie County named. A federal W-9 form is attached to this proposal to establish us as a vendor in the Bertie County system.

Project Staff

Gregory H. Grayson, Fire Chief (ret), City of Greensboro, NC

Greg Grayson has more than 39 years of progressive experience in the North Carolina fire and rescue service. His experience includes beginning public service as a volunteer firefighter and ascending the career ranks to become the Fire Marshal/Fire Rescue Director for Wake County, North Carolina. In the following seventeen years, he served as the fire chief for three North Carolina urban cities – Burlington, Asheville and Greensboro. In these executive leadership capacities, he was responsible for comprehensive fire and rescue operations, prevention programs, training and career development, emergency management functions and specialized regional response teams. In Burlington, he effectively led positive organizational change and implemented an innovative reserve firefighter program. In Asheville, he commanded significant re-engineering throughout the fire department and led Asheville to become an accredited agency. In Greensboro, he led the department to maintaining both accreditation and ISO “Class1” status and navigated the department through difficult fiscal years and challenging large-scale emergencies. In 2015, his long-term, dedicated public service to the people of North Carolina was recognized by the Governor through the prestigious “Order of the Long Leaf Pine”, the state’s highest honor that can be awarded to a citizen.

Upon retiring from local government service, Chief Grayson was appointed by the State Fire Marshal in 2015 to proactively serve as the state’s first and only public fire service management consultant, providing high level technical assistance to county and municipal managers - enabling them to better strengthen their jurisdiction’s fire protection service delivery systems. He also managed statewide fire service advancement initiatives and led the Office of State Fire Marshal’s Technical Services program.

Beyond extensive experience, Chief Grayson holds a Master of Public Administration, bachelor and associate in fire protection. He holds numerous professional credentials

including Chief Fire Officer (CFO), MIFireE from the Institution of Fire Protection Engineers and multiple other fire service certifications, including being North Carolina's first Advanced Firefighter. He is one of very few, if not the only, Fire Chief in the United States to also hold the Senior Professional in Human Resources (SPHR) and SHRM-SCP credentials. He is active in the North Carolina Association of Fire Chiefs and the IAFC Metropolitan Fire Chiefs organizations and continues to serve as a volunteer firefighter in his home community.

Robert McNally, Beacon GIS

A GIS Analyst/Planner with niche specialty and ground experience for Fire, Rescue, EMS, Public Safety, Emergency Management, and Homeland Security projects, Robert owns Beacon GIS, a first responder planning services firm. Robert brings 20 years of public safety experience as a responder, manager, and trainer. He has been awarded twice for his service to the community. He graduated magna cum laude with bachelor's degree in Public Administration, securing an honor scholarship while in the midst of his education. Robert also has a graduate degree in Urban and Regional Planning from the University of North Carolina at Charlotte. Robert McNally has spoken at several conferences on the subject of public safety and homeland security and Beacon GIS has been involved in over 180 projects for emergency services of various sizes across the United States & Canada.

Mike Varnell, Fire Chief (retired), Rocky Mount,

Mike Varnell has over 30 years of experience in the North Carolina and United States fire service. His experience runs the gamut in the municipal fire service by serving in positions from firefighter to fire chief. Early in his career (1993) Varnell earned a commendation from Governor James B. Hunt for saving four children from a burning house. In 1996, he was recognized by the NC Jaycees as one of the "Five Most Outstanding Public Servants" in North Carolina. As his career progressed with Rocky Mount Fire Department, he was instrumental in leading the department through four successful international fire accreditation processes from 2003 to 2018. In 2016, under his leadership the department was only one of two in the nation to receive the coveted "Heart Safe Community Award" from the International Association of Fire Chiefs.

Chief Varnell is a graduate of the United States Fire Administration National Fire Academy's Executive Fire Officer Program and the NC Association of Fire Chief's Executive Development Program. Varnell holds a master's degree in Executive Fire Service Leadership, a bachelor's degree in business administration, and an associate degree in fire protection technology. He is credentialed by the Center for Public Safety Excellence and carries the "Chief Fire Officer" designation. He currently serves as a peer assessor for Commission on Fire Accreditation International and travels across the country evaluating fire departments for industry best practices. He has served on

the International Association of Fire Chiefs' Professional Development-Higher Education Committee and represented Region 4 on the NC Emergency Management Domestic Preparedness committee. He holds numerous certifications in the fields of administration, emergency management, and the fire service. He is a member of the International Association of Fire Chiefs, the NC Accreditation Support Consortium, and the NC Association of Fire Chiefs.

Frank Blackley, Assistant Fire Chief (ret), City of Wilmington, NC

Frank Blackley recently retired as an Assistant Chief from the Wilmington, NC Fire Department after 35 years of service. He was previously Fire Marshal during which time he served two terms as president of the NC Fire Marshals Association. He was assigned as the Operations Chief for three years prior to his last position over Support Services where he supervised the training, fire and life safety, logistics, fleet maintenance divisions, and managed the department's annual budget. He previously work for Wrightsville Beach Fire Department and New Hanover County Fire Rescue. In recent years he has taught nationally for Vision 20/20 and is one of their technical advisors for Community Risk Reduction. He is an adjunct instructor for the National Fire Academy and assisted in development of a class on community risk reduction at the station level and. He was heavily involved with the department's accreditation process and understands the need for accurate data. He is a graduate of the National Fire Academy's Executive Fire Officer's Program and has a Master's in Public Administration.

David Bullins, Fire Chief (ret), Statesville, NC

David Bullins has served the NC fire service since 1982. His career started as a volunteer in the rural Piedmont area and ended as a career municipal fire chief in the foothills of the state. Chief Bullins served the Summerfield Fire Department as a volunteer and was the first paid firefighter on their roster. His career continued with the City of Greensboro Fire Department where he rose through the ranks serving as firefighter, captain, battalion chief, and planning & research officer. Part of his career with Greensboro Fire Department was that of Training Officer. Chief Bullins was appointed to the position of Fire Chief for the City of Statesville in 2007. After retiring in 2014 from the fire service, he continued his training and education goals by serving as the Fire and Emergency Management Department Chair for Guilford Technical Community College. He now serves as the Director of Public Safety for Mitchell Community College in Statesville, N.C. and teaches fire technology and emergency management throughout the state. Chief Bullins has a master's degree from Oklahoma State University in Fire & Emergency Management Administration, a bachelor's degree the University of Cincinnati in Fire & Safety Engineering Technology, and associate of applied science degree from Guilford Technical Community College. He also is a graduate of the National Fire Academy Executive Fire Officer Program and is

designated as a Chief Fire Officer (CFOD) from the Center for Public Safety and Excellence.

Chief Wes Hutchins (ret), Walkertown, NC

Chief Hutchins serves as the Executive Director of the North Carolina Association of Fire Chiefs. Previously, he served as the Dean of Emergency Services for Forsyth Technical Community College. He also served for near 44 years as Fire Chief for Walkertown Fire Department, where he now serves as a Town Council Member. He holds a Master’s in Public Administration Degree from Grand Canyon University, a Bachelor’s from Gardner-Webb University and an Associate in Fire Protection from Guilford Technical Community College

Chief Todd Tuttle, City of Greensboro, NC

Chief Tuttle is a 30-year fire service veteran who also served as a paramedic. He currently manages intricate records management systems for the City of Greensboro Fire Department, which is an accredited, ISO Class 1 city. Chief Tuttle is recognized throughout the state and nation as a technical expert on Firehouse records management systems as well as data analysis.

Terms of Service

Additional expenses not included in the above hourly rates or in the total project costs presented in this proposal unless elsewhere specifically mentioned include, but are not limited to engineering costs, permitting fees, overnight delivery charges, fines, and/or penalties of the Client. These additional expenses are billed at actual cost, plus 20 percent. However, any additional costs will not be incurred without prior approval. Mileage will be invoiced at the current federal rate. Per diem will be invoiced at the current federal GSA rate for Windsor, NC. It is expected that the client will provide all information requested by NC Fire Chief Consulting to complete the agreed work in a timely manner, and in as complete a form as possible, including the prompt submission of questions or review comments on any NC Fire Chief Consulting reports submitted to the Client. Any additional work requested of NC Fire Chief Consulting that is outside the above scope of work shall be billed at no less than \$159.00 per hour for professional services work.

All reports, design drawing, field data and notes, data, calculations, estimates, letters, and other documents that NC Fire Chief Consulting prepares as instruments of service, shall remain NC Fire Chief Consulting’s intellectual property. The Client agrees that NC Fire Chief Consulting’s services are for the exclusive use of the Client and that all reports

and other documents furnished to the Client or its agents shall be utilized solely for this project.

To the extent permitted by North Carolina law, the Client agrees that neither NC Fire Chief Consulting, their consultants, nor their agents or employees or contractors shall be jointly, severally, or individually liable to the Client, Owner, construction contractor, or sub-contractor who performs work for which NC Fire Chief Consulting has provided reports, plans, and/or specifications by reason of any act or omission, including breach of contract or negligence not amounting to a willful or intentional wrong. The Client agrees to hold NC Fire Chief Consulting and its sub consultants and contractors wholeheartedly harmless and indemnify them against such claims.

A letter of authorization to begin work on this project, a written purchase order, or this proposal bearing an original signature should be forwarded to our office for us to begin work. If this proposal is not used as the contractual instrument, its contents shall still apply and shall be considered as the only full and complete description of the work, terms of work, and services NC Fire Chief Consulting offers to perform on behalf of the Client; and this sentence shall apply even if elsewhere revoked in writing. In the event of a dispute or default, the Client agrees to submit to the jurisdiction and the laws of the state of North Carolina in the courts of Bertie County, North Carolina.

The Client agrees for the prevailing party to receive reasonable expenses and attorney's fees incurred by NC Fire Chief Consulting for the collection of indebtedness. Any invoicing error or possible billing discrepancy must be brought to NC Fire Chief Consulting's attention within 30 days from the invoice date. Otherwise, NC Fire Chief Consulting shall consider the invoice to be correct as submitted and approved for payment by the Client. The above quotation and/or fees/hourly rates will be firm for at least 30 days from the date of this proposal.

This is the whole agreement and no changes can be made unless the terms are written and in agreement signed by both parties.

We appreciate the opportunity to submit this proposal and pledge our very best efforts on behalf of NC Fire Chief Consulting. Please do not hesitate to contact us about this proposal. We look forward to working with you.

Respectfully Submitted,

North Carolina Fire Rescue Innovative Solutions, LLC
dba NC Fire Chief Consulting
By Gregory H. Grayson, Chief Officer:

A handwritten signature in black ink, appearing to read "Gregory H. Grayson". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

BERTIE COUNTY PROPOSAL ACCEPTANCE

We agree to the terms and conditions as outlined in this proposal dated December 1, 2021 for 60 hours of professional services not to exceed \$11,000:



12-1-2021

Gregory H. Grayson
NC Fire Chief Consulting Chief Officer

Date

Mr. David Scarborough
Bertie County Assistant County Manager

Date

**Request for Taxpayer
Identification Number and Certification**

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. North Carolina Fire Rescue Innovative Solutions, LLC		
	2 Business name/disregarded entity name, if different from above NC Fire Chief Consulting		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____		
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>		
	5 Address (number, street, and apt. or suite no.) See instructions. 3140 Abingdon Place	Requester's name and address (optional)	
	6 City, state, and ZIP code Burlington, North Carolina 27215		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	
8	1 - 5 0 3 9 7 5 5

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ *Jaquay H Grayson* Date ▶ 07/19/2021

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/03/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER MAST & GARRISON, INC. PO BOX 340 BURLINGTON, NC 27216	CONTACT NAME: PHONE (A/C, No, Ext): 336-226-4474 FAX (A/C, No): 336-226-4535 E-MAIL: ADDRESS:	
	INSURER(S) AFFORDING COVERAGE NAIC #	
INSURED NORTH CAROLINA FIRE RESCUE INNOVATIVE SOLUTIONS, LLC 3140 ABINGDON PL BURLINGTON, NC 27215	INSURER A: HARTFORD UNDERWRITERS	
	INSURER B: UNITED STATE LIABILITY	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC. OTHER:		22SBMAH3TTV	09/01/2021	09/01/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		22SBMAH3TTV	09/01/2021	09/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		22SBMAH3TTV	09/01/2021	09/01/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	22WECAH3TVW	09/01/2021	09/01/2022	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	PROFESSIONAL LIABILITY		SP1565110D	01/11/2021	01/11/2022	EACH CLAIM \$1,000,000 AGGREGATE \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER BERTIE COUNTY 106 DUNDEE STREET WINDSOR, NC 27983	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 6, 2021

SECTION: Discussion (D-1) to (D-2)

DEPARTMENT: Governing Body

TOPIC(S):

1. EMS Staffing Update & Approval of Coneyance of Trailer Campers to Hawyood County
2. DOT Petition for Road Addition of Bond Lane

COUNTY MANAGER RECOMMENDATION OR COMMENTS:

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



D-1

Juan Vaughan II

From: Mitch Cooper
Sent: Friday, December 3, 2021 10:31 AM
To: Juan Vaughan II
Cc: David Scarborough; William Roberson
Subject: Updated Shift Schedule

Good Morning, if you have time on December 6th meeting here is the updated EMS shift schedule. We have hired four new full-time employees since the meeting on the 10th and two part time employees. We have also seen three of our current part time employees increase their availability. If you have any questions or concerns please let me know.

Shift	A		B		C		D
Captian	Jeremy		Kimi Ann		Dusty		Sherri
120	Jacob Stalls						Hank Martinez
			Jacob Powell				Bill T.
121	Olivia		Chuck		Brandon		Bridget
	Haley		Shannon		Sean		Rob
122	Sam		Robert		Racheal		Shaun
	Kenzy		Jennifer		Amanda		Shannon
123	Ashley H		Lee		Tynette		Ashely
	Jennifer S.		Elsa		John		Bryan

The red blocks are empty positions, this puts our shortages at 12.5% below the 19% to maintain the expected deficit number with the salary adjustment.

Mitch Cooper



D-2

**North Carolina Department of Transportation
Division of Highways
Petition for Road Addition**

ROADWAY INFORMATION: (Please Print/Type)

County: Bertie Road Name: Bond Lane
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: _____ Length (miles): _____

Number of occupied homes having street frontage: 11 Located (miles): 3 mile south of Windsor
miles N S E W of the intersection of Route 4513 and Route US 17
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of BOND LANE in Bertie County, do hereby request the Division of Highways to add the above described road.

CONTACT PERSON: Name and Address of First Petitioner. (Please Print/Type)

Name: JAMES WINBORNE Phone Number: 252-724-1913
Street Address: 115 BOND LANE WINDSOR NC 27983
Mailing Address: 115 BOND LANE WINDSOR NC 27983

PROPERTY OWNERS

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>
<u>Charline Outlaw</u>	<u>113 Bond Lane</u>	<u>(252) 217-8213</u>
<u>Taguanna Rankins</u>	<u>121 Bond Lane</u>	<u>(252) 484-1002</u>
<u>Bertha Bunch</u>	<u>117 Bond Lane</u>	<u>(252) 794-9479</u>
<u>Annie Norfleet</u>	<u>104 Bond Lane</u>	<u>(252) 794-2417</u>
<u>Stacy Norfleet Williams</u>	<u>108 Bond Lane</u>	<u>(252) 799-1842</u>
<u>Mythis Smallwood</u>	<u>Bond Lane</u>	<u>(252) 794-2062</u>
<u>Mickey Norfleet</u>	<u>102 Bond Lane</u>	<u>(252) 509-1549</u>
<u>Gwendolyn Kimbel</u>	<u>111 Bond Lane</u>	<u>(252) 484-1088</u>
<u>Courney Smallwood James</u>	<u>109B Bond Lane 109B</u>	<u>(252) 325-1997</u>
<u>Renika Collins</u>	<u>109B? Bond Lane</u>	<u>252-325-4483</u>
	<u>1188 Bond Lane</u>	

INSTRUCTIONS FOR COMPLETING PETITION:

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach two (2) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

FOR NCDOT USE ONLY: Please check the appropriate block

- Rural Road Subdivision platted prior to October 1, 1975 Subdivision platted after September 30, 1975

REQUIREMENTS FOR ADDITION

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>