

# Bertie County Board of Commissioners



March 7, 2022  
6:00 PM

Vice Chair

Ronald “Ron” Wesson

District I

Greg Atkins

District II

Tammy A. Lee

District III

Chair

John Trent

District IV

Ron Roberson

District V



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**

**March 7, 2022**

**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 and Call to Order by Board Chair John Trent, Commissioners Room, Windsor

Invocation and Pledge of Allegiance by Commissioner Ron Roberson

Public Comments *(3-minute limite per speaker)*

**(A)**

**\*\*\* APPOINTMENTS \*\*\***

- (1) Schedule 2022 Dates to Convene as Board of Equalization & Review, Tax Administrator Jodie Rhea
- (2) County Department Position Vacancies Update by Risk Manager/Human Resources Director Cortney Ward
- (3) Reclassification of Elections Director Position by Risk Manager/Human Resources Director Cortney Ward
- (4) Updates on Fire Inspections in Bertie County by Planning & Inspections Director Traci White
- (5) Financial Summary by Finance Director William Roberson

**Board Appointments (B)**

TBD

**Consent Agenda (C)**

1. Approve Register of Deeds Fees Report – February 2022
2. Approve Budget Amendment
3. Approve Project Amendment
4. Approve Resolutions for Pursuit of Grant for Upgrade of Lewiston-Woodville Water System
5. Approve 2021 Records and Disposition Schedule for General Records
6. Approve 2021 Records and Disposition Schedule for Program Records

7. Approve Employment Agreement for Interim Elections Director

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

**Discussion Agenda (D)**

1. Discuss Partnering with Roanoke Connect Holdings, LLC for Broadband Services
2. Status of COVID-19 and Mask Requirment in County Facilities

**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)(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

**Adjourn**



# Bertie County

## Board of Commissioners

### ITEM ABSTRACT

**MEETING DATE:** March 7, 2022

**SECTION:** Appointments & Reports (A-1 to A-5)

**DEPARTMENT:** Governing Body

**TOPICS:**

- (1) Discuss 2022 dates to convene as Board of Equalization & Review, Tax Administrator Jodie Rhea
- (2) County Department Position Vacancies Update by Risk Manager/Human Resources Director Cortney Ward
- (3) Reclassification of Elections Director Position by Risk Manager/Human Resources Director Cortney Ward
- (4) Updates on Fire Inspections in Bertie County by Planning & Inspections Director Traci White
- (5) Financial Summary by Finance Director William Roberson

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

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

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:** N/A

**ITEM HISTORY:** ---



A-1

## LaShonda Cartwright

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**From:** Jodie Rhea  
**Sent:** Wednesday, February 23, 2022 9:53 AM  
**To:** Juan Vaughan II  
**Cc:** LaShonda Cartwright  
**Subject:** March Agenda

Good morning,

During the March Board meeting, the Board will need to set the date(s) for the 2022 Board of Equalization & Review. Under the Statutes, the first meeting shall be held no earlier than the first Monday in April and not later than the first Monday in May. The Board shall complete its duties on or before the third Monday following its first meeting. In the past few years, we have convened and adjourned on the same date. While this not against Statute, NCDOR strongly recommends holding at least 2 meetings, but this will be the Boards decision. Also, I have advertise the meeting date at least 10 days prior to the first meeting, so that needs to be kept in mind.

Please let me know if you have any questions.

Thanks,

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

Article 21.

Review and Appeals of Listings and Valuations.

**§ 105-322. County board of equalization and review.**

(a) Personnel. – Except as otherwise provided herein, the board of equalization and review of each county shall be composed of the members of the board of county commissioners.

Upon the adoption of a resolution so providing, the board of commissioners is authorized to appoint a special board of equalization and review to carry out the duties imposed under this section. The resolution shall provide for the membership, qualifications, terms of office and the filling of vacancies on the board. The board of commissioners shall also designate the chairman of the special board. The resolution may also authorize a taxpayer to appeal a decision of the special board with respect to the listing or appraisal of his property or the property of others to the board of county commissioners. The resolution shall be adopted not later than the first Monday in March of the year for which it is to be effective and shall continue in effect until revised or rescinded. It shall be entered in the minutes of the meeting of the board of commissioners and a copy thereof shall be forwarded to the Department of Revenue within 15 days after its adoption.

Nothing in this subsection (a) shall be construed as repealing any law creating a special board of equalization and review or creating any board charged with the duties of a board of equalization and review in any county.

(b) Compensation. – The board of county commissioners shall fix the compensation and allowances to be paid members of the board of equalization and review for their services and expenses.

(c) Oath. – Each member of the board of equalization and review shall take the oath required by Article VI, § 7 of the North Carolina Constitution with the following phrase added to it: "that I will not allow my actions as a member of the board of equalization and review to be influenced by personal or political friendships or obligations,". The oath must be filed with the clerk of the board of county commissioners.

(d) Clerk and Minutes. – The assessor shall serve as clerk to the board of equalization and review, shall be present at all meetings, shall maintain accurate minutes of the actions of the board, and shall give to the board such information as he may have or can obtain with respect to the listing and valuation of taxable property in the county.

(e) Time of Meeting. – Each year the board of equalization and review shall hold its first meeting not earlier than the first Monday in April and not later than the first Monday in May. In years in which a county does not conduct a real property revaluation, the board shall complete its duties on or before the third Monday following its first meeting unless, in its opinion, a longer period of time is necessary or expedient to a proper execution of its responsibilities. Except as provided in subdivision (g)(5) of this section, the board may not sit later than July 1 except to hear and determine requests made under the provisions of subdivision (g)(2), below, when such requests are made within the time prescribed by law. In the year in which a county conducts a real property revaluation, the board shall complete its duties on or before December 1, except that it may sit after that date to hear and determine requests made under the provisions of subdivision (g)(2), below, when such requests are made within the time prescribed by law. From the time of its first meeting until its adjournment, the board shall meet at such times as it deems reasonably necessary to perform its statutory duties and to receive requests and hear the appeals of taxpayers under the provisions of subdivision (g)(2), below.

(f) Notice of Meetings and Adjournment. – A notice of the date, hours, place, and purpose of the first meeting of the board of equalization and review shall be published at least three times

in some newspaper having general circulation in the county, the first publication to be at least 10 days prior to the first meeting. The notice shall also state the dates and hours on which the board will meet following its first meeting and the date on which it expects to adjourn; it shall also carry a statement that in the event of earlier or later adjournment, notice to that effect will be published in the same newspaper. Should a notice be required on account of earlier adjournment, it shall be published at least once in the newspaper in which the first notice was published, such publication to be at least five days prior to the date fixed for adjournment. Should a notice be required on account of later adjournment, it shall be published at least once in the newspaper in which the first notice was published, such publication to be prior to the date first announced for adjournment.

(g) Powers and Duties. – The board of equalization and review has the following powers and duties:

- (1) Duty to Review Tax Lists. – The board shall examine and review the tax lists of the county for the current year to the end that all taxable property shall be listed on the abstracts and tax records of the county and appraised according to the standard required by G.S. 105-283, and the board shall correct the abstracts and tax records to conform to the provisions of this Subchapter. In carrying out its responsibilities under this subdivision (g)(1), the board, on its own motion or on sufficient cause shown by any person, shall:
  - a. List, appraise, and assess any taxable real or personal property that has been omitted from the tax lists.
  - b. Correct all errors in the names of persons and in the description of properties subject to taxation.
  - c. Increase or reduce the appraised value of any property that, in the board's opinion, has been listed and appraised at a figure that is below or above the appraisal required by G.S. 105-283; however, the board shall not change the appraised value of any real property from that at which it was appraised for the preceding year except in accordance with the terms of G.S. 105-286 and 105-287.
  - d. Cause to be done whatever else is necessary to make the lists and tax records comply with the provisions of this Subchapter.
  - e. Embody actions taken under the provisions of subdivisions (g)(1)a through (g)(1)d, above, in appropriate orders and have the orders entered in the minutes of the board.
  - f. Give written notice to the taxpayer at the taxpayer's last known address in the event the board, by appropriate order, increases the appraisal of any property or lists for taxation any property omitted from the tax lists under the provisions of this subdivision (g)(1).
- (2) Duty to Hear Taxpayer Appeals. – On request, the board of equalization and review shall hear any taxpayer who owns or controls property taxable in the county with respect to the listing or appraisal of the taxpayer's property or the property of others.
  - a. A request for a hearing under this subdivision (g)(2) shall be made in writing to or by personal appearance before the board prior to its adjournment. However, if the taxpayer requests review of a decision made by the board under the provisions of subdivision (g)(1), above, notice of which was mailed fewer than 15 days prior to the board's



adjournment, the request for a hearing thereon may be made within 15 days after the notice of the board's decision was mailed.

- b. Taxpayers may file separate or joint requests for hearings under the provisions of this subdivision (g)(2) at their election.
  - c. At a hearing under provisions of this subdivision (g)(2), the board, in addition to the powers it may exercise under the provisions of subdivision (g)(3), below, shall hear any evidence offered by the appellant, the assessor, and other county officials that is pertinent to the decision of the appeal. Upon the request of an appellant, the board shall subpoena witnesses or documents if there is a reasonable basis for believing that the witnesses have or the documents contain information pertinent to the decision of the appeal.
  - d. On the basis of its decision after any hearing conducted under this subdivision (g)(2), the board shall adopt and have entered in its minutes an order reducing, increasing, or confirming the appraisal appealed or listing or removing from the tax lists the property whose omission or listing has been appealed. The board shall notify the appellant by mail as to the action taken on the taxpayer's appeal not later than 30 days after the board's adjournment.
- (3) Powers in Carrying Out Duties. – In the performance of its duties under subdivisions (g)(1) and (g)(2), above, the board of equalization and review may exercise the following powers:
- a. It may appoint committees composed of its own members or other persons to assist it in making investigations necessary to its work. It may also employ expert appraisers in its discretion. The expense of the employment of committees or appraisers shall be borne by the county. The board may, in its discretion, require the taxpayer to reimburse the county for the cost of any appraisal by experts demanded by the taxpayer if the appraisal does not result in material reduction of the valuation of the property appraised and if the appraisal is not subsequently reduced materially by the board or by the Department of Revenue.
  - b. The board, in its discretion, may examine any witnesses and documents. It may place any witnesses under oath administered by any member of the board. It may subpoena witnesses or documents on its own motion, and it must do so when a request is made under the provisions of subdivision (g)(2)c, above.

A subpoena issued by the board shall be signed by the chair of the board, directed to the witness or to the person having custody of the document, and served by an officer authorized to serve subpoenas. Any person who willfully fails to appear or to produce documents in response to a subpoena or to testify when appearing in response to a subpoena shall be guilty of a Class 1 misdemeanor.
- (4) Power to Submit Reports. – Upon the completion of its other duties, the board may submit to the Department of Revenue a report outlining the quality of the reappraisal, any problems it encountered in the reappraisal process, the number

of appeals submitted to the board and to the Property Tax Commission, the success rate of the appeals submitted, and the name of the firm that conducted the reappraisal. A copy of the report should be sent by the board to the firm that conducted the reappraisal.

- (5) Duty to Change Abstracts and Records After Adjournment. – Following adjournment upon completion of its duties under subdivisions (g)(1) and (g)(2) of this subsection, the board may continue to meet to carry out the following duties:
- a. To hear and decide all appeals relating to discovered property under G.S. 105-312(d) and (k).
  - b. To hear and decide all appeals relating to the appraisal, situs, and taxability of classified motor vehicles under G.S. 105-330.2(b).
  - c. To hear and decide all appeals relating to audits conducted under G.S. 105-296(j) and relating to audits conducted under G.S. 105-296(j) and (l) of property classified at present-use value and property exempted or excluded from taxation.
  - d. To hear and decide all appeals relating to personal property under G.S. 105-317.1(c). (1939, c. 310, s. 1105; 1965, c. 191; 1967, c. 1196, s. 6; 1971, c. 806, s. 1; 1973, c. 476, s. 193; 1977, c. 863; 1987, c. 45, s. 1; 1989, c. 79, s. 3; c. 176, s. 1; c. 196; 1991, c. 110, s. 5; 1991 (Reg. Sess., 1992), c. 1007, s. 22; 1993, c. 539, s. 720; 1994, Ex. Sess., c. 24, s. 14(c); 2001-139, ss. 6, 7; 2002-156, s. 3.)

**§ 105-323. Giving effect to decisions of the board of equalization and review.**

All changes in listings, names, descriptions, appraisals, and assessments made by the board of equalization and review shall be reflected upon the abstracts and tax records by insertion of rebates given, additional charges made, or any other insertion; by correction; or by any other charge. The tax records shall then be totalled, and at least a majority of the members of the board of equalization and review shall sign the following statement to be inserted at the end of the tax records:

State of North Carolina

County of \_\_\_\_\_

We, the undersigned members of the Board of Equalization and Review of \_\_\_\_\_ County, hereby certify that these tax records constitute the fixed and permanent tax list and assessment roll and record of taxes due for the year \_\_\_\_\_, subject to only such changes as may be allowed by law.

\_\_\_\_\_  
\_\_\_\_\_  
Members of the Board of Equalization  
and Review of \_\_\_\_\_ County

The omission of this endorsement shall not affect the validity of the tax records or of any taxes levied on the basis of the assessments appearing in them. (1939, c. 310, s. 1106; 1971, c. 806, s. 1; 1999-456, s. 59.)

**§ 105-324. Repealed by Session Laws 1987, c. 295, s. 4.**

**§ 105-325. Powers of board of county commissioners to change abstracts and tax records after board of equalization and review has adjourned.**

(a) After the board of equalization and review has finished its work and the changes it effected or ordered have been entered on the abstracts and tax records as required by G.S. 105-323, the board of county commissioners shall not authorize any changes to be made on the abstracts and tax records except as follows:

- (1) To give effect to decisions of the Property Tax Commission on appeals taken under G.S. 105-290.
- (2) To add to the tax records any valuation certified by the Department of Revenue for property appraised in the first instance by the Department or to give effect to corrections made in such appraisals by the Department.
- (3) Subject to the provisions of subdivisions (a)(3)a and (a)(3)b, below, to correct the name of any taxpayer appearing on the abstract or tax records erroneously; to substitute the name of the person who should have listed property for the name appearing on the abstract or tax records as having listed the property; and to correct an erroneous description of any property appearing on the abstract or tax records.
  - a. Any correction or substitution made under the provisions of this subdivision (a)(3) shall have the same force and effect as if the name of the taxpayer or description of the property had been correctly listed in the first instance, but the provisions of this subdivision (a)(3)a shall not be construed as a limitation on the taxation and penalization of discovered property required by G.S. 105-312.
  - b. If a correction or substitution under this subdivision (a)(3) will adversely affect the interests of any taxpayer, he shall be given written notice thereof and an opportunity to be heard before the change is entered on the abstract or tax records.
- (4) To correct appraisals, assessments, and amounts of taxes appearing erroneously on the abstracts or tax records as the result of clerical or mathematical errors. (If the clerical or mathematical error was made by the taxpayer, his agent, or an officer of the taxpayer and if the correction demonstrates that the property was listed at a substantial understatement of value, quantity, or other measurement, the provisions of G.S. 105-312 shall apply.)
- (5) To add to the tax records and abstracts or to correct the tax records and abstracts to include property discovered under the provisions of G.S. 105-312 or property exempted or excluded from taxation pursuant to G.S. 105-282.1(a)(4).
- (6) Subject to the provisions of subdivisions (a)(6)a, (a)(6)b, (a)(6)c, and (a)(6)d, below, to appraise or reappraise property when the assessor reports to the board that, since adjournment of the board of equalization and review, facts have come to his attention that render it advisable to raise or lower the appraisal of some particular property of a given taxpayer in the then current calendar year.
  - a. The power granted by this subdivision (a)(6) shall not authorize appraisal or reappraisal because of events or circumstances that have taken place or arisen since the day as of which property is to be listed.

- b. No appraisal or reappraisal shall be made under the authority of this subdivision (a)(6) unless it could have been made by the board of equalization and review had the same facts been brought to the attention of that board.
  - c. If a reappraisal made under the provisions of this subdivision (a)(6) demonstrates that the property was listed at a substantial understatement of value, quantity, or other measurement, the provisions of G.S. 105-312 shall apply.
  - d. If an appraisal or reappraisal made under the provisions of this subdivision (a)(6) will adversely affect the interests of any taxpayer, he shall be given written notice thereof and an opportunity to be heard before the appraisal or reappraisal shall become final.
- (7) To give effect to decisions of the board of county commissioners on appeals taken under G.S. 105-322(a).

(b) The board of county commissioners may give the assessor general authority to make any changes authorized by subsection (a), above, except those permitted under subdivision (a)(6), above.

(c) Orders of the board of county commissioners and actions of the assessor upon delegation of authority to him by the board that are made under the provisions of this section may be appealed to the Property Tax Commission under the provisions of G.S. 105-290. (1939, c. 310, s. 1108; 1971, c. 806, s. 1; 1973, c. 476, s. 193; 1987, c. 45, s. 1, c. 295, s. 8, c. 680, s. 6; 1989, c. 176, s. 2.)

**§ 105-325.1. Special committee for motor vehicle appeals.**

The board of county commissioners may appoint a special committee of its members or other persons to hear and decide appeals arising under G.S. 105-330.2(b). The county shall bear the expense of employing the committee. (1991 (Reg. Sess., 1992), c. 961, s. 9.)



# Bertie County

## Board of Commissioners

### ITEM

**ABSTRACT MEETING DATE:** March 7, 2022

**SECTION:** Consent (C-1 to C-7)

**DEPARTMENT:** Governing Body

**TOPICS:**

1. Approve Register of Deeds Fees Report - February 2022
2. Approve Budget Amendments
3. Approve Project Amendment
4. Approve Resolutions for Designating Bertie as a Distressed County
5. Approve 2021 Records and Disposition Schedule for General Records
6. Approve 2021 Records and Disposition Schedule for Program Records
7. Approve Employment Agreement for Interim Elections Director

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

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

**ATTACHMENTS:** Yes, see each particular agenda item.

**LEGAL REVIEW PENDING:** N/A

**ITEM HISTORY:** ---



C-1



# Bertie County Register of Deeds

Annie F. Wilson  
Register of Deeds

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

NORTH CAROLINA  
BERTIE COUNTY

TO: THE BOARD OF COUNTY COMMISSIONERS:

Agreeable to and in compliance with Chapter 590 of the Public Local Laws of North Carolina, Sessions 1913, I beg leave to submit the following statement of all fees, commissions, etc. of any kind collected by me as Register of Deeds for the month of **FEBRUARY 2022** 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-----		\$4,306.20
10-0030-4344-03	VITAL STATISTICS-----		\$1,630.00
10-0050-4839-02	MISCELLANEOUS(NOTARY OATHS/PHOTO COPIES, ETC)-----		\$198.15
10-0030-4344-04	NO. MARRIAGE LICENSE-----	7 @60.00	\$420.00
			<u>\$6,554.35</u>
10-0018-4240-01	N. C. STATE EXCISE STAMP TAX-----		\$9,545.00
10-0030-4344-10	STATE TREASURER FEE-----	129 @\$6.20	\$799.80
	STATE VITAL RECORDS-----	13 @14.00	\$182.00
			<u>\$17,081.15</u>
10-0000-1251-00	A/R IN/OUT(REFUND)-----		
			<u>\$17,081.15</u>

*Annie F. Wilson*

REGISTER OF DEEDS - BERTIE COUNTY

By: *Shamedia L. Williams, Asst.*

### FOR INFORMATIONAL PURPOSES

D/T /MORTGAGES-----	32 @\$6.20=	\$198.40
ADDITIONAL PAGES-----	@\$0.40=	
DEEDS & OTHER INSTRUMENTS-----	<u>105</u> @\$1.94=	<u>\$203.70</u>



C-2



# BUDGET AMENDMENT

# 22-06

	INCREASE		INCREASE
10-0025-4586-02	\$ 16,288	10-5860-5399-08	\$ 14,419
		10-5860-5351-10	\$ 2,222
		10-5860-5260-00	\$ 1,457
		DECREASE	
		10-5860-5183-00	\$ 1,810
REVISED BUDGET FOR HCCBG - INCREASE IN FUNDING			
	DECREASE		DECREASE
12-0025-4531-02	\$ 25,575	CRISIS	12-5380-5399-70
			\$ 25,575
TO REDUCE BUDGET TO MATCH ACTUAL ALLOTMENT FROM THE STATE			
	INCREASE		INCREASE
10-0011-4111-31	\$ 7,200	10-4140-5399-01	\$ 7,200
INCREASE BUD FOR CONTRACT SERVICES - AUDITS TO PAY COUNTY TAX SERVICE (CTS)			
APPROVED     /     /2022			

# BUDGET AMENDMENT

# 22-06

	INCREASE		INCREASE
10-0025-4586-02	\$ 16,288		10-5860-5399-08 \$ 14,419
			10-5860-5351-10 \$ 2,222
			10-5860-5260-00 \$ 1,457
			DECREASE
			10-5860-5183-00 \$ 1,810
<b>REVISED BUDGET FOR HCCBG - INCREASE IN FUNDING</b>			

106 Dundee St,  
Windsor, NC 27983  
(252)794-5360  
(252)794-5327 Fax  
[William.roberson@bertie.nc.gov](mailto:William.roberson@bertie.nc.gov)

**From:** Annette Eubanks <[aeubanks@mid-eastcom.org](mailto:aeubanks@mid-eastcom.org)>  
**Sent:** Thursday, January 20, 2022 2:14 PM  
**To:** Juan Vaughan II <[juan.vaughan@bertie.nc.gov](mailto:juan.vaughan@bertie.nc.gov)>; William Roberson <[william.roberson@bertie.nc.gov](mailto:william.roberson@bertie.nc.gov)>  
**Cc:** Bryant Buck <[bbuck@mid-eastcom.org](mailto:bbuck@mid-eastcom.org)>  
**Subject:** [External] Increased HCCBG allocation

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**CAUTION:** External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to [Report Spam](#).

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As a follow-up from my previous email concerning the increase in HCCBG funding, I am sharing the new HCCBG allocation for Bertie County. Please see the information below:

Previous allocation: \$237,360 with a required 10% match of \$26,373  
New allocation : \$253,648 with a required 10% match of \$28,183

I realize you did not budget for the extra \$1,760<sup>1,810</sup> and though this is not much of a difference I did not want to increase without first reaching out to you. Please let me know if you are approve meeting the increased match.

*Annette Eubanks*  
Mid-East Commission  
Aging Program Director



Mid-East Commission Area Agency on Aging

*Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.*

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Home and Community Care Block Grant for Older Adults

County: Bertie  
 July 1, 2021 through June 30, 2022

County Funding Plan

County Services Summary

Revised 2/2022

Services	A		B	C	D	E		F	G	H	I
	Access	In-Home				Required Local Match	Net Service Cost				
	Block Grant Funding										
			Total								
Congregate (185)		48000		5333	8310	61643	10387	5.1345	80	10387	
HDM (020)		43000		4778	6684	54462	8355	5.1469	60	8355	
Gen. Transp. (250)	19750			2194		21944	1429	13.8232	15	1429	
Med. Transp. (033)	15000			1667		16667	547	27.4321	11	547	
Level I Personal Care (042)		41000		4556		45556	2936	15.5184	10	2936	
Senior Ctr. Oper. (170)		25898		2878		28776		0	0		
Housing & Home Improvement (140)		21000		2333		23333		0	9		
DSS											
Personal Care (041)		40000		4444		44444	4444	15	10	4444	
Total	34750	81000	253648	28183	14994	296825	28098		195	28098	

$116208 - 1810 = 114398$   
 $237310 - 26373 = 210937$   
 $18098$   
 $26373$

18,098

191119  
 151111  
 22222

201111  
 111111  
 111111

Signature, Chairman, Board of Commissioners Date

# BUDGET AMENDMENT

		# 22-06				
		DECREASE		DECREASE		
12-0025-4531-02	\$	25,575	CRISIS	12-5380-5399-70	\$	25,575
TO REDUCE BUDGET TO MATCH ACTUAL ALLOTMENT FROM THE STATE						



**DIVISION OF SOCIAL SERVICES**

**FUNDING SOURCE: CRISIS INTERVENTION PAYMENT**

**EFFECTIVE DATE: 07/01/2021**

**AUTHORIZATION NUMBER: 7**

**ALLOCATION PERIOD**

**FROM JUNE 2021 THRU MAY 2022 SERVICE MONTHS**

**FROM JULY 2021 THRU JUNE 2022 PAYMENT MONTHS**

Co. No.	COUNTY	Initial (or previous) Allocation		Additional Allocation		Grand Total Allocation	
		Federal	Total	Federal	Total	Federal	Total
01	ALAMANCE	562,451.00	562,451.00	83,785.00	83,785.00	646,236.00	646,236.00
02	ALEXANDER	98,363.00	98,363.00	0.00	0.00	98,363.00	98,363.00
03	ALLEGHANY	41,265.00	41,265.00	5,944.00	5,944.00	47,209.00	47,209.00
04	ANSON	135,737.00	135,737.00	83,785.00	83,785.00	219,522.00	219,522.00
05	ASHE	94,181.00	94,181.00	42,785.00	42,785.00	136,966.00	136,966.00
06	AVERY	51,794.00	51,794.00	5,944.00	5,944.00	57,738.00	57,738.00
07	BEAUFORT	211,303.00	211,303.00	0.00	0.00	211,303.00	211,303.00
08	BERTIE	115,269.00	115,269.00	0.00	0.00	115,269.00	115,269.00
09	BLADEN	176,105.00	176,105.00	0.00	0.00	176,105.00	176,105.00
10	BRUNSWICK	348,049.00	348,049.00	-50,000.00	-50,000.00	298,049.00	298,049.00
11	BUNCOMBE	750,344.00	750,344.00	0.00	0.00	750,344.00	750,344.00
12	BURKE	334,276.00	334,276.00	42,785.00	42,785.00	377,061.00	377,061.00
13	CABARRUS	444,637.00	444,637.00	0.00	0.00	444,637.00	444,637.00
14	CALDWELL	266,388.00	266,388.00	50,985.00	50,985.00	317,373.00	317,373.00
15	CAMDEN	19,024.00	19,024.00	0.00	0.00	19,024.00	19,024.00
16	CARTERET	172,160.00	172,160.00	0.00	0.00	172,160.00	172,160.00
17	CASWELL	95,209.00	95,209.00	0.00	0.00	95,209.00	95,209.00
18	CATAWBA	493,045.00	493,045.00	0.00	0.00	493,045.00	493,045.00
19	CHATHAM	134,997.00	134,997.00	11,625.00	11,625.00	146,622.00	146,622.00
20	CHEROKEE	113,520.00	113,520.00	0.00	0.00	113,520.00	113,520.00
21	CHOWAN	66,727.00	66,727.00	0.00	0.00	66,727.00	66,727.00
22	CLAY	38,185.00	38,185.00	14,085.00	14,085.00	52,270.00	52,270.00
23	CLEVELAND	475,705.00	475,705.00	-50,000.00	-50,000.00	425,705.00	425,705.00
24	COLUMBUS	282,918.00	282,918.00	0.00	0.00	282,918.00	282,918.00
25	CRAVEN	316,380.00	316,380.00	0.00	0.00	316,380.00	316,380.00
26	CUMBERLAND	1,497,560.00	1,497,560.00	0.00	0.00	1,497,560.00	1,497,560.00
27	CURRITUCK	49,728.00	49,728.00	0.00	0.00	49,728.00	49,728.00
28	DARE	71,688.00	71,688.00	0.00	0.00	71,688.00	71,688.00
29	DAVIDSON	592,997.00	592,997.00	0.00	0.00	592,997.00	592,997.00
30	DAVIE	106,958.00	106,958.00	0.00	0.00	106,958.00	106,958.00
31	DUPLIN	219,264.00	219,264.00	0.00	0.00	219,264.00	219,264.00
32	DURHAM	961,857.00	961,857.00	0.00	0.00	961,857.00	961,857.00
33	EDGEcombe	314,862.00	314,862.00	26,385.00	26,385.00	341,247.00	341,247.00
34	FORSYTH	1,294,727.00	1,294,727.00	0.00	0.00	1,294,727.00	1,294,727.00
35	FRANKLIN	197,173.00	197,173.00	0.00	0.00	197,173.00	197,173.00
36	GASTON	732,561.00	732,561.00	83,785.00	83,785.00	816,346.00	816,346.00
37	GATES	39,973.00	39,973.00	0.00	0.00	39,973.00	39,973.00
38	GRAHAM	32,711.00	32,711.00	18,185.00	18,185.00	50,896.00	50,896.00
39	GRANVILLE	187,234.00	187,234.00	0.00	0.00	187,234.00	187,234.00
40	GREENE	92,479.00	92,479.00	0.00	0.00	92,479.00	92,479.00
41	GUILFORD	1,998,885.00	1,998,885.00	-600,000.00	-600,000.00	1,398,885.00	1,398,885.00
42	HALIFAX	326,585.00	326,585.00	0.00	0.00	326,585.00	326,585.00
43	HARNETT	452,651.00	452,651.00	0.00	0.00	452,651.00	452,651.00
44	HAYWOOD	178,170.00	178,170.00	42,785.00	42,785.00	220,955.00	220,955.00
45	HENDERSON	264,192.00	264,192.00	0.00	0.00	264,192.00	264,192.00
46	HERTFORD	134,879.00	134,879.00	42,785.00	42,785.00	177,664.00	177,664.00
47	HOKE	218,308.00	218,308.00	34,585.00	34,585.00	252,893.00	252,893.00

CRISIS INTERVENTION PAYMENT (CIP) cont.

AUTHORIZATION NUMBER: 7

	COUNTY	Initial Allocation		Additional Allocation		Grand Total Allocation	
		Federal	Total	Federal	Total	Federal	Total
48	HYDE	22,598.00	22,598.00	-3,000.00	-3,000.00	19,598.00	19,598.00
49	IREDELL	321,241.00	321,241.00	0.00	0.00	321,241.00	321,241.00
50	JACKSON	141,746.00	141,746.00	0.00	0.00	141,746.00	141,746.00
51	JOHNSTON	594,990.00	594,990.00	0.00	0.00	594,990.00	594,990.00
52	JONES	46,041.00	46,041.00	-10,000.00	-10,000.00	36,041.00	36,041.00
53	LEE	207,530.00	207,530.00	0.00	0.00	207,530.00	207,530.00
54	LENOIR	319,698.00	319,698.00	-50,000.00	-50,000.00	269,698.00	269,698.00
55	LINCOLN	205,446.00	205,446.00	0.00	0.00	205,446.00	205,446.00
56	MACON	125,521.00	125,521.00	0.00	0.00	125,521.00	125,521.00
57	MADISON	81,255.00	81,255.00	-30,000.00	-30,000.00	51,255.00	51,255.00
58	MARTIN	105,285.00	105,285.00	0.00	0.00	105,285.00	105,285.00
59	MCDOWELL	155,846.00	155,846.00	9,985.00	9,985.00	165,831.00	165,831.00
60	MECKLENBURG	2,736,300.00	2,736,300.00	0.00	0.00	2,736,300.00	2,736,300.00
61	MITCHELL	53,759.00	53,759.00	9,985.00	9,985.00	63,744.00	63,744.00
62	MONTGOMERY	96,186.00	96,186.00	0.00	0.00	96,186.00	96,186.00
63	MOORE	251,012.00	251,012.00	50,985.00	50,985.00	301,997.00	301,997.00
64	NASH	371,933.00	371,933.00	83,785.00	83,785.00	455,718.00	455,718.00
65	NEW HANOVER	659,106.00	659,106.00	-188,000.00	-188,000.00	471,106.00	471,106.00
66	NORTHAMPTON	113,824.00	113,824.00	0.00	0.00	113,824.00	113,824.00
67	ONSLow	493,573.00	493,573.00	0.00	0.00	493,573.00	493,573.00
68	ORANGE	345,100.00	345,100.00	0.00	0.00	345,100.00	345,100.00
69	PAMLICO	43,885.00	43,885.00	0.00	0.00	43,885.00	43,885.00
70	PASQUOTANK	155,604.00	155,604.00	0.00	0.00	155,604.00	155,604.00
71	PENDER	164,905.00	164,905.00	0.00	0.00	164,905.00	164,905.00
72	PERQUIMANS	50,349.00	50,349.00	9,985.00	9,985.00	60,334.00	60,334.00
73	PERSON	153,466.00	153,466.00	0.00	0.00	153,466.00	153,466.00
74	PITT	768,403.00	768,403.00	0.00	0.00	768,403.00	768,403.00
75	POLK	53,541.00	53,541.00	5,944.00	5,944.00	59,485.00	59,485.00
76	RANDOLPH	475,065.00	475,065.00	-100,000.00	-100,000.00	375,065.00	375,065.00
77	RICHMOND	297,561.00	297,561.00	0.00	0.00	297,561.00	297,561.00
78	ROBESON	943,679.00	943,679.00	0.00	0.00	943,679.00	943,679.00
79	ROCKINGHAM	386,392.00	386,392.00	-50,000.00	-50,000.00	336,392.00	336,392.00
80	ROWAN	469,768.00	469,768.00	-150,000.00	-150,000.00	319,768.00	319,768.00
81	RUTHERFORD	283,050.00	283,050.00	9,985.00	9,985.00	293,035.00	293,035.00
82	SAMPSON	262,852.00	262,852.00	0.00	0.00	262,852.00	262,852.00
83	SCOTLAND	230,820.00	230,820.00	-50,000.00	-50,000.00	180,820.00	180,820.00
84	STANLY	172,042.00	172,042.00	0.00	0.00	172,042.00	172,042.00
85	STOKES	135,176.00	135,176.00	0.00	0.00	135,176.00	135,176.00
86	SURRY	277,317.00	277,317.00	5,944.00	5,944.00	283,261.00	283,261.00
87	SWAIN	49,122.00	49,122.00	0.00	0.00	49,122.00	49,122.00
88	TRANSYLVANIA	96,205.00	96,205.00	0.00	0.00	96,205.00	96,205.00
89	TYRRELL	19,974.00	19,974.00	0.00	0.00	19,974.00	19,974.00
90	UNION	410,817.00	410,817.00	0.00	0.00	410,817.00	410,817.00
91	VANCE	252,173.00	252,173.00	0.00	0.00	252,173.00	252,173.00
92	WAKE	1,877,687.00	1,877,687.00	493,785.00	493,785.00	2,371,472.00	2,371,472.00
93	WARREN	102,921.00	102,921.00	18,185.00	18,185.00	121,106.00	121,106.00
94	WASHINGTON	67,282.00	67,282.00	14,029.00	14,029.00	81,311.00	81,311.00
95	WATAUGA	160,598.00	160,598.00	0.00	0.00	160,598.00	160,598.00
96	WAYNE	536,541.00	536,541.00	0.00	0.00	536,541.00	536,541.00
97	WILKES	255,365.00	255,365.00	14,085.00	14,085.00	269,450.00	269,450.00
98	WILSON	398,608.00	398,608.00	0.00	0.00	398,608.00	398,608.00
99	YADKIN	112,202.00	112,202.00	0.00	0.00	112,202.00	112,202.00
100	YANCEY	66,147.00	66,147.00	14,085.00	14,085.00	80,232.00	80,232.00
	<b>Total</b>	<b>32,980,981.00</b>	<b>32,980,981.00</b>	<b>0.00</b>	<b>0.00</b>	<b>32,980,981.00</b>	<b>32,980,981.00</b>

**FUNDING SOURCE:** Federal Low Income Home Energy Assistance Funds  
**CFDA Number:** 93.568  
**CFDA Name:** Low-Income Home Energy Assistance  
**Award Name:** Low-Income Home Energy Assistance  
**Award Number:** G20B1NCLIEA & G21B1NCLIEA  
**Award Date:** FFY 2021 & 2022  
**Federal Agency:** DHHS/ACF

**GRANT INFORMATION:** This represents 100% federal dollars.  
This is the first installment of Crisis Intervention Funds. Additional funds will be released once the NC Budget is passed.

**XS411 Heading:** CRISIS  
**Tracked on XS411:** Federal Share 100%

**OBLIGATIONS INCURRED AND EXPENDITURES MADE UNDER THIS ADVICE WILL BE SUBJECT TO LIMITATIONS PUBLISHED BY FEDERAL AND STATE AGENCIES AS TO THE AVAILABILITY OF FUNDS**

**AUTHORIZED SIGNATURE**



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**DATE:**

February 8, 2021

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# BUDGET AMENDMENT

# 22-06

INCREASE		INCREASE	
10-0011-4111-31	\$ 7,200	10-4140-5399-01	\$ 7,200
INCREASE BUD FOR CONTRACT SERVICES - AUDITS TO PAY COUNTY TAX SERVICE (CTS)			

## William Roberson

---

**From:** Jodie Rhea  
**Sent:** Wednesday, March 2, 2022 1:15 PM  
**To:** William Roberson  
**Subject:** CTS Invoice

Got an invoice from County Tax Services for \$7,200.00

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



C-3

# PROJECT AMENDMENT

		# PROJ 22-01			
		INCREASE		INCREASE	
32-8300-5472-00	\$	116,649		32-0025-4524-00	\$ 197,226
32-8300-5473-00	\$	59,644			
32-8300-5476-00	\$	20,933			
TO INCREASE BUDGET FOR TGOW PROJECT - NCDEQ GRANT					
APPROVED <u>   </u> / <u>   </u> / 202 <u>   </u>					

ROY COOPER  
Governor

ELIZABETH S. BISER  
Secretary

S. DANIEL SMITH  
Director



NORTH CAROLINA  
Environmental Quality

October 21, 2021

Tammy Lee, Chair  
Bertie County Board of Commissioners  
106 Dundee Street  
Windsor, NC 27983

Dear Chairwoman Lee,

The Division of Water Resources (DWR) of the North Carolina Department of Environmental Quality (NCDEQ) is pleased to announce that **\$197,226** in financial assistance for a project located in your jurisdiction has been approved by the State of North Carolina.

We congratulate the Bertie County Board of Commissioners on its sponsorship of the **Bertie TGOW Phase I Project**. This grant will provide financial assistance for the development and construction of water-based outdoor recreation facilities and meadow restoration along the Chowan River. Your ongoing efforts to improve the condition of water-based recreational resources in your jurisdiction are to be commended.

DWR will be contacting your staff soon concerning the administrative requirements, including the signing of a grant contract with the State, for the use of state funds for this project. This award letter is not a guarantee of funding due to the COVID-19 pandemic or other unanticipated events that could reduce current appropriated state funding, any contracts shall be subject to availability of funding.

We look forward to working with you on this project. If you have questions, please contact Amin Davis at 919-707-9132 or via email at: [amin.davis@ncdenr.gov](mailto:amin.davis@ncdenr.gov).

Sincerely,

A handwritten signature in black ink that reads "S. Daniel Smith".

Danny Smith  
Director, Division of Water Resources

ECc: Robin Payne, Bertie County  
Amin Davis, Division of Water Resources  
Chris Pullinger, Division of Water Resources



North Carolina Department of Environmental Quality | Division of Water Resources  
512 North Salisbury Street | 1617 Mail Service Center | Raleigh, North Carolina 27699-1617  
919.707.9000

Bertie TGOW: Phase 1 Funding Sources Summary											NOTES 6/24/2021
Category	Total Budget	PARTF	CAMA	EEG	USDA/TA	Bertie Strategic Planning	WRDG Recreation	WRDG Stabilization	IN-Kind	Bertie Cash	
	Status →	500,000 Received	147,000 Received	125,000 Received	150,000 Received	15,000 Received	197,228 Applied For	151,198 Applied For	Committed	Available	
EE Water Based Recreation	\$35,267.00	\$15,084.00	\$0.00	\$17,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,683.00	
EEStabilization	\$235,197.00	\$0.00	\$0.00	\$69,499.00	\$0.00	\$0.00	\$0.00	\$151,198.00	\$14,500.00	\$0.00	
Public Beach Structures	\$429,812.00	\$214,907.00	\$98,028.00	\$0.00	\$0.00	\$0.00	\$116,648.00	\$0.00	\$0.00	\$228.00	
Outdoor Recreation Activities	\$131,037.00	\$81,465.00	\$5,096.00	\$0.00	\$0.00	\$0.00	\$59,644.00	\$0.00	\$0.00	\$0.00	\$4,832.00 Overlooks – request PARTF move. Original placement deleted due to erosion potential.
Parking/Roadways	\$116,644.00	\$58,319.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$58,325.00	
Utility	\$109,854.00	\$53,781.00	\$34,588.00	\$0.00	\$0.00	\$0.00	\$20,933.00	\$0.00	\$0.00	\$552.00	
Professional Services/TA	\$140,436.00	\$9,351.00	\$0.00	\$38,000.00	\$73,987.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$4,098.00	
Planning Architectural A/E	\$164,735.00	\$75,000.00	\$0.00	\$0.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	A/E contract for \$150,000 leaving \$14,735 for add-on services if needed
<b>Total</b>	<b>\$1,365,982.00</b>	<b>\$487,907.00</b>	<b>\$137,712.00</b>	<b>\$124,999.00</b>	<b>\$148,987.00</b>	<b>\$15,000.00</b>	<b>\$197,226.00</b>	<b>\$151,198.00</b>	<b>\$14,500.00</b>	<b>\$80,621.00</b>	



C-4

## RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, Session Law 2020-79 was signed into law on July 1, 2020 to improve viability of the water and wastewater systems of certain units of local government; the Viable Utility Reserve was established in the Water Infrastructure fund to be used for grants to include the study of rates, asset inventory and assessment and/or merger and regionalization options; the State Water Infrastructure Authority and the Local Government Commission have developed criteria to assess local government units and identify distressed units, and

WHEREAS, The **County of Bertie** has been designated as a distressed unit and intends to conduct an Asset Inventory and Assessment Study, Rate Study, and a drinking water rehabilitation/replacement construction project, and

WHEREAS, The **County of Bertie** has need for state (loan or grant) assistance for the project.

### NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF BERTIE:

That **County of Bertie**, the **Applicant**, will complete the viable utility requirements in §159G-45(b) by:

1. Conducting an asset assessment and rate study. (Recently completed asset assessment or rate studies may be sufficient to meet this requirement.)
2. Participate in a training and educational program.
3. Develop a short-term and long-term action plan considering all of the following:
  - a. Infrastructure repair, maintenance, and management.
  - b. Continuing education of the governing board and system operating staff.
  - c. Long-term financial management plan.

That **County of Bertie**, the **Applicant**, acknowledges that the State Water Infrastructure Authority and Local Government Commission can impose specific conditions on grants from the Viable Utility Reserve.

If applying for a merger / regionalization feasibility study, the Applicant will work with other units of government or utilities in conducting the study.

That the **Applicant** will provide adequate access to staff, documents, equipment, and other resources pertinent to complete the project, and upon completion of the project provide good faith effort to implement the short-term and long-term plan to achieve viable utility infrastructure measures.

That **Juan E Vaughan**, Manager, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a (loan or grant) to aid in the completion of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants pertaining thereto. Adopted this 7<sup>th</sup> day of March, 2022 at **Bertie County**, North Carolina.

---

(Signature of Chief Executive Officer)

John Trent  
Chairman of the Board of Commissioners



**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting title of officer of the Bertie County does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Bertie County Commissioners duly held on the 7<sup>th</sup> day of March, 2022; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 7<sup>th</sup> day of March, 2022.

---

(Signature of Recording Officer)

LaShonda Cartwright  
(Clerk to the Board)

## RESOLUTION BY GOVERNING BODY OF APPLICANT

- WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of (state whether a wastewater treatment works, wastewater collection system, stream restoration, stormwater treatment, drinking water treatment works, and/or drinking water distribution system or other “green” project), and
- WHEREAS, The **County of Bertie** has need for and intends to replace a drinking water distribution system. This project will replace all water lines hydrants, valves, meters and other appurtenances), and
- WHEREAS, The **County of Bertie** intends to request state (loan or grant) assistance for the project.

### NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF BERTIE:

That **County of Bertie**, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State (loan or grant) award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the County of Bertie to make scheduled repayment of the loan, to withhold from the County of Bertie any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That **Juan E Vaughan, County Manager**, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a (loan or grant) to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the (date adopted) at (place), North Carolina.

---

(Signature of Chief Executive Officer)

John Trent, Chair of the Bertie County Board of Commissioner  
(Title)

**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting title of officer of the Bertie County Commissioners does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Bertie County Board of Commissioners duly held on the **7th** day of **March, 2022**; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this **7th** day of **March, 2022**.

---

(Signature of Recording Officer)

LaShonda Cartwright  

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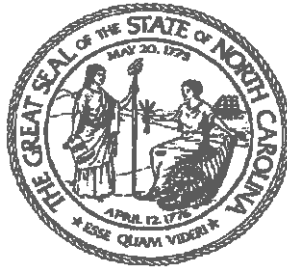
Clerk to the Board



C-5

# RECORDS RETENTION AND DISPOSITION SCHEDULE

## GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



Issued By:



North Carolina Department of Natural and Cultural Resources  
Division of Archives and Records  
Government Records Section

October 1, 2021

## **2021 General Records Schedule: Local Government Agencies**

The records retention and disposition schedules and retention periods governing the records series listed herein are hereby approved. This approval extends to and includes the following standards in the **2021 General Records Schedule: Local Government Agencies**:

1. Administration and Management Records
2. Budget, Fiscal, and Payroll Records
3. Geographic Information System Records
4. Human Resources Records
5. Information Technology Records
6. Legal Records
7. Public Relations Records
8. Risk Management Records
9. Workforce Development Records

In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement.

### **Destructions**

G.S. § 121-5 authorizes the Department of Natural and Cultural Resources to regulate the destruction of public records. Furthermore, the local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. The North Carolina Administrative Code states:

“(a) Paper records which have met their required retention requirements and are not subject to legal or other audit holds should be destroyed in one of the following ways:

1. burned, unless prohibited by local ordinance;
2. shredded, or torn up so as to destroy the record content of the documents or material concerned;
3. placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned; or
4. sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

(b) When used in an approved records retention and disposition schedule, the provision that electronic records are to be destroyed means that the data and metadata are to be overwritten, deleted, and unlinked so the data and metadata may not be practicably reconstructed.

(c) When used in an approved records retention and disposition schedule, the provision that confidential records of any format are to be destroyed means the data, metadata, and physical media are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.”

All local government agencies should maintain logs of their destructions either in the minutes of their governing board or in their Records Management file. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed.

***Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.***

### **Audits and Litigation Actions**

Records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

### **Electronic Records**

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

Local government agencies should consider retention requirements and disposition authorities when designing and implementing electronic records management systems. Any type of electronically-created or electronically-stored information falls under the North Carolina General Assembly's definition of public records cited above. For example, e-mail, text messages, blog posts, voicemails, websites, word processing documents, spreadsheets, databases, and PDFs all fall within this definition of public records. In addition, G.S. § 132-6.1(a) specifies:

“Databases purchased, leased, created, or otherwise acquired by every public agency containing public records shall be designed and maintained in a manner that does not impair or impede the public agency's ability to permit the public inspection and examination of public records and provides a means of obtaining copies of such records. Nothing in this subsection shall be construed to require the retention by the public agency of obsolete hardware or software.”

Local government agencies may scan any paper record and retain it electronically for ease of retrieval. If an agency wishes to destroy the original paper records before their assigned retention periods have been met, the agency must establish an electronic records policy, including putting into place procedures for quality assurance and documentation of authorization for records destructions approved by the Government Records Section. This electronic records policy and releases for destruction of records must be approved by the Government Records Section. Agencies should be aware that for the purpose of any audit, litigation, or public records request, they are considered the records custodian obligated to produce requested records, even if said records are being maintained electronically by an outside vendor. Therefore, contracts regarding electronically stored information should be carefully negotiated to specify how records can be exported in case a vendor goes out of business or the agency decides to award the contract to a different vendor.

### **Reference Copies**

All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when “*reference value ends.*” All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “*destroy when reference value ends.*” If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction “*destroy when reference value ends.*”

### **Record Copy**

A record copy is defined as “The single copy of a document, often the original, that is designated as the official copy for reference and preservation.”<sup>1</sup> The record copy is the one whose retention and disposition is mandated by this schedule; all additional copies are considered reference or access copies and can be destroyed when their usefulness expires. In some cases, postings to social media may be unofficial copies of information that is captured elsewhere as a record copy (e.g., a press release about an upcoming agency event that is copied to various social media platforms). Appropriately retaining record copies and disposing of reference copies requires agencies to

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<sup>1</sup> Society of American Archivists, *Dictionary of Archives Terminology*.

designate clearly what position or office is required to maintain an official record for the duration of its designated retention period.

### **Transitory Records**

Transitory records are defined as “record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use.”<sup>2</sup>

North Carolina has a broad definition of public records. However, the Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called transitory records. They may be disposed of according to the guidance below. However, all public employees should be familiar with their appropriate retention schedule and any other applicable guidelines for their office. If there is a required retention period for these records, that requirement must be followed. When in doubt about whether a record is transitory or whether it has special significance or importance, retain the record in question and seek guidance from a DNCR records analyst.

Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed. Similarly, “while you were out” slips, memory aids, and other records requesting follow-up actions (including voicemails and calendar invites) have minimal value once the official action these records are supporting has been completed and documented. These records may be destroyed or otherwise disposed of once the action has been resolved.

Drafts and working papers, including notes and calculations, are materials gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of Chapter 132 of the General Statutes, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents that may be destroyed after final approval include:

- Drafts and working papers for internal and external policies
- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports;
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that is already formally documented.

Forms used solely to create, update, or modify records in an electronic medium may be destroyed in office after completion of data entry and after all verification and quality control procedures, so long as these records are not required for audit or legal purposes. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary’s seal), they must be retained according to the disposition instructions for the records series encompassing the forms’ function.

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<sup>2</sup> Ibid.



It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule supersedes previous versions of this schedule and any localized amendments; it is to remain in effect from the date of approval until it is reviewed and updated.


**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Municipal/County Clerk or Manager  
Title: \_\_\_\_\_

  
\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Head of Governing Body  
Title: \_\_\_\_\_

  
\_\_\_\_\_  
D. Reid Wilson, Secretary  
Department of Natural and Cultural  
Resources

Municipality/County: \_\_\_\_\_

Effective: October 1, 2021

## EXECUTIVE SUMMARY

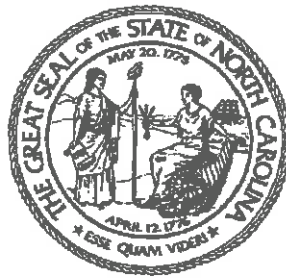
- ✓ Some records are covered by the Local Agency Program Retention and Disposition Schedules. See the appendix for Related Records Series Found in Local Agency Program Schedules.
- ✓ According to N.C. Gen. Stat. § 121-5(b) and N.C. Gen. Stat. § 132-3, you may destroy public records only with the consent of the Department of Natural and Cultural Resources (DNCR). The State Archives of North Carolina is the division of DNCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, your agency is obligated to obtain the State Archives of North Carolina's permission to destroy *any* record, no matter how insignificant.
- ✓ Each records series listed on this schedule has specific disposition instructions that will indicate how long the series must be kept in your office. In some cases, the disposition instructions are simply "retain in office permanently," which means that those records must be kept in your office forever. In other cases, the retention period may be "destroy in office when reference value ends." An agency may have reference copies of materials, meaning "a copy of a record distributed to make recipients aware of the content but not directing the recipient to take any action on the matter" (from Society of American Archivists, *Dictionary of Archives Terminology*). Your agency must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions, "destroy when reference value ends."
- ✓ E-mail is a record as defined by N.C. Gen. Stat. § 121-5 and N.C. Gen. Stat. § 132. It is the content of the e-mail that is critical when determining the retention period of a particular e-mail, including attachments, not the media in which the record was created. It is important for all agency employees and officials to determine the appropriate records series for specific e-mails and retain them according to the disposition instructions listed with the identified record series.
- ✓ The State Archives of North Carolina recommends that all agency employees and officials view the tutorials that are available online through the State Archives website in order to familiarize themselves with records management principles and practices. The State Archives of North Carolina's online tutorials include topics such as records management and scanning guidelines.
- ✓ The State Archives of North Carolina creates security preservation record copies for minutes and selected other records of governing bodies and commissions, adoption records, and maps and plats. Agencies can request copies of the digital images made during this process. Contact the appropriate Records Management Analyst to begin this process.



C-6

# RECORDS RETENTION AND DISPOSITION SCHEDULE

## PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



Issued By:



North Carolina Department of Natural and Cultural Resources  
Division of Archives and Records  
Government Records Section

October 1, 2021

## **Program Records Schedule: Local Government Agencies**

The records retention and disposition schedules and retention periods governing the records series listed herein are hereby approved. This approval extends to and includes the following standards in the **2021 Program Records Schedule: Local Government Agencies**:

10. Airport Authority Records
11. Animal Services Records
12. Code Enforcement and Inspection Records
13. Emergency Medical Services and Fire Department Records
14. Parks and Recreation Records
15. Planning and Regulation of Development Records
16. Public Housing Authorities, Redevelopment Commissions, and Entitlement Communities Records
17. Public Transportation Systems Records
18. Public Utilities and Environmental/Waste Management Records
19. Street Maintenance, Public Works, and Engineering Records
20. Law Enforcement Records (excluding Sheriff's Offices)
21. Tax Records (for municipalities)

In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement.

### **Destructions**

N.C. Gen. Stat. § 121-5 authorizes the Department of Natural and Cultural Resources to regulate the destruction of public records. Furthermore, the local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. The North Carolina Administrative Code states:

“(a) Paper records which have met their required retention requirements and are not subject to legal or other audit holds should be destroyed in one of the following ways:

1. burned, unless prohibited by local ordinance;
2. shredded, or torn up so as to destroy the record content of the documents or material concerned;
3. placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned; or
4. sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

(b) When used in an approved records retention and disposition schedule, the provision that electronic records are to be destroyed means that the data and metadata are to be overwritten, deleted, and unlinked so the data and metadata may not be practicably reconstructed.

(c) When used in an approved records retention and disposition schedule, the provision that confidential records of any format are to be destroyed means the data, metadata, and physical media are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.”

All local government agencies should maintain logs of their destructions either in the minutes of their governing board or in their Records Management file. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed.

media platforms). Appropriately retaining record copies and disposing of reference copies requires agencies to designate clearly what position or office is required to maintain an official record for the duration of its designated retention period.

### **Transitory Records**

Transitory records are defined as “record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use.”<sup>2</sup>

North Carolina has a broad definition of public records. However, the Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called transitory records. They may be disposed of according to the guidance below. However, all public employees should be familiar with their appropriate retention schedule and any other applicable guidelines for their office. If there is a required retention period for these records, that requirement must be followed. When in doubt about whether a record is transitory or whether it has special significance or importance, retain the record in question and seek guidance from a DNCR records analyst.

Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed. Similarly, “while you were out” slips, memory aids, and other records requesting follow-up actions (including voicemails and calendar invites) have minimal value once the official action these records are supporting has been completed and documented. These records may be destroyed or otherwise disposed of once the action has been resolved.

Drafts and working papers, including notes and calculations, are materials gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of Chapter 132 of the General Statutes, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents that may be destroyed after final approval include:

- Drafts and working papers for internal and external policies
- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports;
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that is already formally documented.

Forms used solely to create, update, or modify records in an electronic medium may be destroyed in office after completion of data entry and after all verification and quality control procedures, so long as these records are not required for audit or legal purposes. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary’s seal), they must be retained according to the disposition instructions for the records series encompassing the forms’ function.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. These schedules supersede previous versions of these schedules and any localized amendments; they are to remain in effect from the date of approval until they are reviewed and updated.

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<sup>2</sup> Ibid.


**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Municipal/County Clerk or Manager  
Title: \_\_\_\_\_

  
\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Head of Governing Body  
Title: \_\_\_\_\_

  
\_\_\_\_\_  
D. Reid Wilson, Secretary  
Department of Natural and Cultural  
Resources

County/Municipality: \_\_\_\_\_

Effective: October 1, 2021

## EXECUTIVE SUMMARY

- ✓ Some records are covered by the *General Records Schedule: Local Government Agencies* and, therefore, are not listed separately here.
- ✓ According to N.C. Gen. Stat. § 121-5(b) and N.C. Gen. Stat. § 132-3, you may destroy public records only with the consent of the Department of Natural and Cultural Resources (DNCR). The State Archives of North Carolina is the division of DNCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, your agency is obligated to obtain the State Archives of North Carolina's permission to destroy *any* record, no matter how insignificant.
- ✓ Each records series listed on this schedule has specific disposition instructions that will indicate how long the series must be kept in your office. In some cases, the disposition instructions are simply "retain in office permanently," which means that those records must be kept in your office forever. In other cases, the retention period may be "destroy in office when reference value ends." An agency may have reference copies of materials, meaning "a copy of a record distributed to make recipients aware of the content but not directing the recipient to take any action on the matter" (from Society of American Archivists, *Dictionary of Archives Terminology*). Your agency must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions, "destroy when reference value ends."
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- ✓ The State Archives of North Carolina creates security preservation record copies for minutes and selected other records of governing bodies and commissions, adoption records, and maps and plats. Agencies can request copies of the digital images made during this process. Contact the appropriate Records Management Analyst to begin this process.
- ✓ If you have records that are not listed in this schedule, contact a Records Management Analyst. An analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do not have historical value, we will ask you to complete a [Request for Disposal of Unscheduled Records](#) (page A-19) for records that are no longer being created.





C-7

**CONTRACT FOR SERVICES  
FOR THE POSITION OF INTERIM ELECTIONS DIRECTOR**

THIS CONTRACT FOR SERVICES FOR THE POSITION OF INTERIM ELECTIONS DIRECTOR made and entered into effective as of the \_\_\_\_\_ day of March, 2022 by and between Bertie County, a body politic formed and existing under the laws of the State of North Carolina, (hereinafter the "County"), and Sheila Holloman (hereinafter the "Employee").

WITNESSETH:

Whereas, Sheila Holloman served for years as Elections Director and retired in December of 2021;

Whereas, the position of Elections Director is still vacant, and the Board of Elections needs an Elections Director to serve on a temporary basis during the upcoming primary election;

Whereas, the County desires the services of Sheila Holloman in a part-time capacity as Interim Elections Director; and

Whereas, Sheila Holloman is qualified and desires to provide such services.

Now, therefore, for and in consideration of the mutual covenants and considerations set forth below, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Services. The services to be provided by the Employee under the terms of this Agreement are as Interim Elections Director. The job description for this position is the same as the job description for Elections Director, which is attached to this Agreement. The Employee is supervised by the County Board of Elections. As noted in the attached job description, the Employee's work is performed in accordance with State election laws and in accordance with the policies and procedures that are established by the County Board of Elections.
2. Consideration. The County shall pay to the Employee \$28.00 per hour up to the total approved hours, which is 382.5 hours. The Employee will be paid at the end of each month for the services performed during that month.
3. Term. The term of this Agreement shall be from March 7, 2022 until June 30, 2022, or until the 382.5 hours of approved time have been exhausted, whichever comes first.
4. Termination prior to the end of the term. This Agreement may be terminated in writing, without the fault of either party, at any time. The Employee must give two weeks written notice of termination. The County may make the termination

effective immediately. Any and all consideration due and owing must be paid at the time of termination.

5. Notice. Any notice required to be given pursuant to this Agreement will be mailed by certified mail to:

County:

Bertie County, North Carolina  
c/o Juan Vaughan, II, County Manager  
P.O. Box 530  
Windsor, North Carolina 27983

Employee:

Sheila Holloman

\_\_\_\_\_  
\_\_\_\_\_

6. Availability of funds. All terms and conditions of this Agreement are dependent upon, and subject to, the allocation of funds for the purpose set forth and the Agreement shall automatically terminate if funds cease to be available.
7. Benefits, applicability of personnel policy, and overtime. The Employee is employed on a part-time basis. She will receive the customary Social Security and Medicare matching payment on her wages, and there will be standard withholdings of FICA and state and federal income taxes from her wages. She will be covered under worker's compensation insurance and the County will pay the necessary state unemployment tax. The Employee will not receive the benefits that full-time employees of the County receive, such as medical insurance, retirement contribution, disability insurance, 401k match, or annual leave. The County personnel policy will apply to her only to the extent that it applies to other part-time employees. The term of employment that is state in paragraph 3 above is designed to give the Employee an approximate 3-day work week. The Employee may work more than three days in any week, but she will not work more than 40 hours in any week. The Employee is not entitled to a travel stipend.
8. Choice of laws. This Agreement shall be deemed made in Bertie County, North Carolina and shall be governed by and construed in accordance with the laws of the State of North Carolina. Any claim for breach or enforcement of this Agreement shall be filed in the appropriate court in Bertie County, North Carolina.
9. Indemnification. The Employee hereby expressly agrees and covenants to hold harmless and indemnify the County, its officers, agents, and employees from and against any and all costs, liability, demands, claims, damage, and expenses of any nature or any kind (including, but not limited to, indebtedness, penalties, fines,

County costs and reasonable legal fees), incurred in connection with this Agreement or that arise out of any act or omission of the Employee or any of her employees or agents.

10. Compliance with laws. Employee shall be responsible for compliance with all State, Federal and local laws, ordinances, codes, rules, regulations, licensing requirements and other regulatory matters that are applicable to the conduct of the business and work performance under this Agreement.
13. Non-waiver. The failure of the County in any instance to insist upon a strict performance of the terms of this Agreement or to exercise any option hereunder shall not be construed as a waiver or relinquishment for the future right to insist upon the strict performance of the terms of this Agreement or to exercise any option.
14. Non-discrimination. During the performance of this Contract, Employee agrees that she shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age or handicap.
15. Assignment. This Agreement may not be assigned by either party without the prior written approval of both parties.
16. Entire Contract; Amendment. This Contract and any exhibits and amendments annexed hereto represent the entire agreement between the parties and supersede all prior oral and written statements or agreements. This Contract may be amended only in writing duly executed by the County and the Employee.
17. Binding effect. The terms and provisions of this Agreement shall be binding upon the parties hereto, their legal representatives, successors, heirs and assigns.

IN WITNESS WHEREOF, the parties have executed this Contract in duplicate originals, one of which is to be retained by the County and one of which is to be retained by Employee, effective as of the day and year first above written.

EMPLOYEE:

\_\_\_\_\_ (SEAL)  
Sheila Holloman

COUNTY:

Bertie County

By: \_\_\_\_\_(SEAL)  
John Trent, Chairman

Attested to: \_\_\_\_\_(SEAL)  
Lashonda Cartwright, Clerk to the Board

Provisions for the payment of this Agreement have been made by an appropriation duly made as required by the "Local Government Budget and Fiscal Control Act."

\_\_\_\_\_  
William Roberson, County Finance Director



# **Bertie County**

**Board of Commissioners**

## **ITEM ABSTRACT**

**MEETING DATE:** March 7, 2022

**SECTION:** Discussion

**DEPARTMENT:** Governing Body (D-1 to D-2)

**TOPIC(S):**

1. Discuss Partnering with Roanoke Connect Holdings, LLC for Broadband Services
2. Status of COVID-19 and Mask Requirement in County Facilities

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** Discussion requested.

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

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:** N/A

**ITEM HISTORY:** ---



D-1



February 25, 2022

Chairman John Trent  
Bertie County Board of Commissioners  
P.O. Box 530  
Windsor, NC 27983

Re: Request to Partner

Dear Chairman Trent,

Please accept this letter as Roanoke Connect Holdings, LLC's formal request to partner with Bertie County to submit grant applications for the North Carolina GREAT Grant as well as federal grant opportunities that are currently and in the future available to your County as it relates to the deployment of broadband services.

Your continued support and partnership is so important to us as we are your local broadband provider focused on providing the most innovative services to your essential first responders, education, health care, courts, and administrative facilities, as well as to the residents, businesses, and visitors that are an integral part of your County.

I ask that the County Board of Commissioners accept this letter in open session and affirm our request to enter into a partnership in pursuing funding opportunities from the state and federal governments my March 31, 2022.

As always, thank you for your continued support and partnership of Roanoke Connect Holdings, LLC. We are proud to be your preferred partner for the broadband grant opportunities afforded your county. If you have any questions or comments, please do not hesitate to reach out to me at 252-209-2260 or [cdavison@roanokeconnect.com](mailto:cdavison@roanokeconnect.com)

Very truly yours,

A handwritten signature in blue ink that reads 'Cathy Davison'.

Cathy Davison  
Chief Financial Officer  
Roanoke Connect Holdings, LLC

cc: Juan Vaughan II, County Manager  
Robert W. Coughlin, COO