

# Bertie County Board of Commissioners



**April 4, 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**

**April 4, 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, Roll Call, and Call to Order by Board Chair John Trent, Commissioners Room, Windsor
- Invocation and Pledge of Allegiance by Commissioner Ron Wesson
- Public Comments *(3-minute limit per speaker)*

**(A)**

**\*\*\* REPORTS & APPOINTMENTS \*\*\***

- (1) Recognition of the Bertie High School Lady Falcons for Participation in State Championship
- (2) Request to Renew Albemarle Regional Library Agreement by Executive Director Hugh Davis
- (3) Results of 11-Month Walk-Through of Library/NC Cooperative Extension Facility by Architect Amber Idol
- (4) Convene as Board of Equalization & Review, Tax Administrator Jodie Rhea
- (5) Financial Summary by Finance Director William Roberson

**Board Appointments (B)**

1. Appointment of Clinton Freeman - Economic Development Board
2. Appointment of Crystal Godwin-Economic Development Board

**Consent Agenda (C)**

1. Approve Register of Deeds Fees Report – March 2022
2. Approve Tax Release Journal – February 2022
3. Approve Regular Meeting Minutes 2-7-2022
4. Approve Work Session Minutes 3-15-2021

5. Approve Budget Amendments
6. Albemarle Regional Library Agreement
7. Access Agreement for Tidewater Land & Timber, LLC

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

**Discussion Agenda (D)**

1. Bertie County Regional Water System Capital Improvement Plan
2. Upcoming Meetings

**Commissioners' Reports (E)**

**County Manager's Reports (F)**

**County Attorney's Reports (G)**

**Public Comments**  
*(3 minutes per speaker)*

**Adjourn**



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** April 4, 2022

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

**DEPARTMENT:** Governing Body

**TOPICS:**

- (1) Recognition of the Bertie High School Lady Falcons for Participation in the 1A State Championship
- (2) Request to Renew Albemarle Regional Library Agreement by Executive Director Hugh Davis
- (3) Results of 11-Month Walk-Through of Library/NC Cooperative Extension Facility by Architect Amber Idol
- (4) Convene as Board of Equalization & Review, Tax Administrator Jodie Rhea
- (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-2

# Albemarle Regional Library Agreement

WHEREAS, The mission of the Albemarle Regional Library is to improve the quality of life in Bertie, Gates, Hertford, and Northampton counties by providing the best library services, collections, and programs in accordance with the library's role as an educational institution;

WHEREAS, recognizing the diverse communities served and the specific individual needs of their residents, seven governments and their seven libraries collaboratively are committed to the education, economic development, and quality-of-life contributions that libraries are uniquely able to provide and;

WHEREAS, this collaboration provides for the most effective and efficient use of local resources for the benefit of their residents and;

WHEREAS, this collaboration provides opportunities for services and resource allocations otherwise beyond the financial and service capabilities of the individual governments and libraries;

NOW, THEREFORE, pursuant to resolutions duly adopted by their governing boards, the parties, on this date, hereto renew their commitment for the organization of the Albemarle Regional Library upon the terms set forth below therein for a term extending from July 1, 2022 through June 30, 2032.

## I. Governments involved

- a. Bertie County
- b. Gates County
- c. Hertford County
- d. Northampton County
- e. Town of Ahoskie
- f. Town of Aulander
- g. Town of Murfreesboro

## II. Purpose Statement

A. This agreement is to perpetuate library and information services to the residents of the areas included within the jurisdictions of the aforementioned governing bodies through their collaborative and collective efforts under the legal authority of N.C.G. S. 153A-270 and N.C.G.S. 160A, Article 20, Part 1.

## III. Board of Trustees

- a. The Albemarle Regional Library Board of Trustees shall be the governing body of the Albemarle Regional Library
- b. Membership
  - i. There shall be 12 members of the Board of Trustees providing equitable representation of each participating governmental unit.
    1. Bertie County: 2 members appointed by the Bertie County Board of Commissioners.

2. Gates County: 3 members appointed by the Gates County Board of Commissioners.
  3. Hertford County: 1 member appointed by the Hertford County Board of Commissioners.
  4. Northampton County: 3 members appointed by the Northampton County Board of Commissioners.
  5. Town of Ahoskie: 1 member appointed by the Ahoskie Town Council
  6. Town of Aulander: 1 member appointed by the Aulander Town Council
  7. Town of Murfreesboro: 1 member appointed by the Murfreesboro Town Council
- ii. Members shall be appointed from the membership of the local advisory library boards according to bylaws of the local library boards and/or board appointment guidelines of each funding agency.
  - iii. Members shall be appointed in staggered terms to promote consistency as well as to accommodate change. Regional Bylaws shall clearly define the term limits and how staggered terms shall be accomplished among the counties and town. Members shall serve no more than two consecutive terms with no single term longer than six years.
  - iv. Vacancies on the Board shall be filled with appointments by the appropriate governing body for the length of the term of the member creating the vacancy, which does not count toward the 2-term limit.

c. Powers and Duties delegated to the Regional Library Board of Trustees by the participating government units

- i. The Board of Trustees shall be delegated the power to adopt bylaws and rules for its own governance.
- ii. The Board of Trustees shall be delegated the power to adopt policies for the regional library system's administration and operation.
- iii. The Board of Trustees shall be delegated the power to select, appoint, remove, determine salary and other terms of employment of a regional library director.
  1. These actions shall require a majority vote of the Board at which a quorum is present.
  2. The ARL Regional Library Director shall:
    - a. Have a valid North Carolina Public Librarian Certificate;
    - b. Be the chief executive and administrative officer of the ARL Regional Library and function in accordance with the approved policies of the ARL Regional Library Board.

iv. The Board of Trustees shall develop and approve an annual budget which shall:

1. Be administered under the same provisions as units of local government (G.S. 159), with all state funds administered by the

regional library and expended throughout the region as described in 07 NCAC 021.0202.

2. Each county/municipality will pay into the Regional Library a mutually agreed upon amount necessary to operate its facilities, including, but not limited to, utilities, building maintenance or rent, salaries; and all other benefits afforded to employees of that county or municipality; and materials and equipment exclusively for that county/municipality. Each county/municipality may also contribute to joint operations as mutually agreed upon. The funds shall be sent to the regional library finance officer in monthly or quarterly payments as negotiated by the finance officer and the county/municipality.
3. The Regional Library Finance Officer will receive, deposit and disburse all funds in accordance with generally accepted accounting principles and account for all expenditures by source of funds.

v. The Board of Trustees shall be delegated the power to appoint a regional finance officer who shall:

1. Ensure expenditure of funds consistent with the budget adopted by the Board;
2. Report directly to the Regional Library Director and at all meetings of the Board.

vi. The Board of Trustees shall be delegated the power to assure compliance with all applicable State and Federal law and eligibility for the receipt of State and Federal Funds.

vii. The Board of Trustees shall be delegated the power to make recommendations to the governing units concerning the construction and improvement of the physical facilities of the libraries within the region; however, construction and facility maintenance shall be responsibility of the local governing unit unless the Regional Board negotiates and approves a collaborative effort.

viii. The Board of Trustees shall make regular reports related to services and operations to each governing body as conveyed by approved reports of the Regional Library Director; or as deemed necessary.

ix. The Board of Trustees shall obtain an annual independent audit of regional library accounts consistent with generally accepted accounting principles, and submit a copy of this audit to the State Library of North Carolina.

#### IV. Terms of Property Ownership

a. A major benefit of regional cooperation is that scarce resources may be shared among the various county residents without wasteful duplication; however, certain ownership restrictions shall apply:

- i. All buildings, grounds, and other facilities of each library shall remain the property of the county or municipality.
- ii. All books, technology, or other resources paid for with local funds shall remain the property of the county or town.
- iii. All books, technology, or other resources paid for with Regional or State funds shall remain the property of the Regional Library System.

#### V. Insurance Coverage and Indemnification

##### a. Insurance Coverage

- i. The local government units shall maintain insurance coverage for the building and grounds and other facilities for each of their individual libraries including general liability insurance to include local advisory boards and volunteers, flood insurance as required and building contents.
- ii. The Regional Library shall maintain insurance coverage for the Regional Library Office and its contents, general liability for the Regional Board of Trustees, staff, volunteers and the vehicles used to provide service.

##### b. Indemnification

The Regional Library shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as an officer, director, board member, or employee against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the corporation; and further provided that any compromise or settlement payment shall be approved by a majority vote of a quorum of directors who are not at that time parties to the proceeding.

#### VI. Provisions for Amendment

- a. This agreement can be amended providing that all parties accept those amendments in a regular meeting of those parties.
- b. Recommendations for amendments shall be forwarded to each of the county and town governments in writing with a thirty-day period for consideration given. At the next regular meeting of the county and town boards after this thirty-day period, the amendments shall be voted on by those bodies.

- c. Disagreements related to this agreement shall be resolved first by a committee of representatives from each governmental unit and then by their legal councils if necessary.

#### VII. Provisions for Withdrawal

- a. A member proposing to withdraw from the Albemarle Regional Library System shall give written notice on or before July 1 to the Regional Library Board, the other participating local governmental units and the State Library of North Carolina. The withdrawal shall be effective the following June 30.
- b. Should that member decide within this time period to rescind the proposal, that member shall remain a part of the Regional Library System under the same conditions and requirements as the agreement under which they became a member.
- c. Should that member fully withdraw, the Terms of Property Ownership as stated in Section IV shall apply.
- d. The withdrawal of any participating governmental agency shall result in review of the regional library agreement. The Albemarle Regional Library may be dissolved if two or more of the participating governmental units withdraw in accordance with stated procedures.
- e. As included under NCGS 160A, Article 20, Part 1, Joint Exercise of Power, property purchased by the region is owned jointly as tenants in common by the participating counties and towns; therefore, if the ARL Regional System is dissolved, the counties of Bertie, Gates, Hertford and Northampton and the Towns of Ahoskie, Aulander and Murfreesboro shall divide the joint assets.
- f. The distribution of properties and resources jointly owned shall be accomplished by a committee composed of representatives from each governmental unit, the current Regional Library Director, and a representative from the State Library of North Carolina.
- g. After all outstanding debts are resolved, any remaining funds from local governmental units shall be returned to them and the distribution of any remaining State and Federal funds shall be determined by the state library. ARL property, such as the outreach van, computers and other technology, books, and any other assets shall be sold at auction and the proceeds divided about the units or distributed in some other equitable manner as agreed upon by the committee of representatives.

#### VII. Review and Termination

- a. This agreement shall continue to be in effect for ten years from the dated signatures on the contract unless reasonable cause is presented in writing to each of the local governmental units and the State Library of North Carolina.
- b. The agreement may be reviewed at any time by any local governmental body or the Regional Library Board and, if modifications are deemed reasonable and necessary, amendments may be made according to the procedures stated above.
- c. At the end of the ten-year agreement period, the Regional Library Board shall review the agreement, recommend any modifications, and submit it for review

and renewal to each of the local governmental units which shall review, suggest modifications, and vote to extend or rescind the agreement.

d. Changes to any section of the contract does not negate the contract in its entirety.

e. The agreement may be terminated if reasonable cause is presented in writing by a local governmental unit to the other members of the region, the Regional Library Board, and the State Library of North Carolina.

f. The effective dates for termination shall be the same as a withdrawal from the System.

g. If the agreement terminates, and no successor agreement is to be executed, the Albemarle Regional Library System shall be dissolved and joint assets distributed as described above in Section VI.

This AGREEMENT shall be effective upon acceptance by all parties.

IN WITNESS WHEREOF, this agreement has been executed by the principal official of the governing board of each party hereto, pursuant to authority of each respective board.

Attest:

BERTIE COUNTY

\_\_\_\_\_ by \_\_\_\_\_  
Clerk to the Board Board of Commissioners, Chair

Attest:

GATES COUNTY

\_\_\_\_\_ by \_\_\_\_\_  
Clerk to the Board Board of Commissioners, Chair

Attest:

HERTFORD COUNTY

\_\_\_\_\_ by \_\_\_\_\_  
Clerk to the Board Board of Commissioners, Chair

Attest:

NORTHAMPTON COUNTY

\_\_\_\_\_ by \_\_\_\_\_  
Clerk to the Board Board of Commissioners, Chair

Attest:

TOWN OF AHOSKIE

\_\_\_\_\_ by \_\_\_\_\_  
Clerk to the Board Town Council, Chair

Attest:

TOWN OF AULANDER

\_\_\_\_\_ by \_\_\_\_\_  
Clerk to the Board Town Council, Chair

Attest:

TOWN OF MURFREESBORO

\_\_\_\_\_ by \_\_\_\_\_  
Clerk to the Board Town Council, Chair



A-3

### Bertie County Library & Cooperative Extension Building Warranty Item Log

Date Initiated	Item Description	Status	Date Closed
2/8/2021	Damaged sign backing at rooms 118 & 128 need replacing.	AR Chesson is working on this. We will continue to track and check at the warranty walk-through. <b>Reached out to sub on 12/13/21.</b>	
2/8/2021	Glazing scratches at office 120	AR Chesson is working on this. We will continue to track and check at the warranty walk-through. <b>Reached out to sub.</b>	
2/8/2021	Cabinet function in Cooperative Extension Work Room	Was adjusted. Will re-review at warranty walk-through. <b>Reached out to sub.</b>	
2/17/2021	Install missing signage at single-user restrooms adjacent to Teaching Kitchen.	AR Chesson is working on this. We will continue to track and check at the warranty walk-through. <b>Reached out to sub on 12/13/21.</b>	
2/17/2021	Punch List Item #185 - Cabinetry hardware wrong at ADA DVD storage	AR Chesson is working on this. We will continue to track and check at the warranty walk-through. <b>Reached out to sub.</b>	
2/18/2021	Missing Corner Guards - Cooperative Extension Corridor & Gallery	<b>Installed.</b>	<b>COMPLETE</b>
2/18/2021	The frame along the conference room needs the caulk joint repaired and cleaned.	AR Chesson is working on this. We will continue to track and check at the warranty walk-through. <b>Reached out to sub.</b>	
2/18/2021	All exterior doors shall open 90 degrees.	AR Chesson is working on this. We will continue to track and check at the warranty walk-through. <b>Reached out to sub.</b>	
2/18/2021	Punch List Item #228 - Cabinet Hardware is flimsy in Teaching Kitchen above stove	Was adjusted. Will re-review at warranty walk-through. <b>Reached out to sub.</b>	
2/18/2021	Casework panels at Library Circulation desk scratched.	AR Chesson is working on this. We will continue to track and check at the warranty walk-through. <b>Reached out to sub.</b>	
2/19/2021	Punch List Item #254 - Casework Uppers shall have specified laminate on all exposed surfaces typical.	Will continue to track specific wet/food areas. Will re-review at warranty walk-through. <b>Reached out to sub.</b>	
3/15/2021	Sliding window function and glazing scratch.	AR Chesson is working on this. We will continue to track and check at the warranty walk-through. <b>Reached out to sub.</b>	
3/15/2021	Window Film Moisture in Teaching Kitchen.	Has been repeatedly cleaned but keep appearing. MHAworks will contact glass manufacturer. <b>Reached out to sub.</b>	
3/30/2021	Door function at Library entrance. Both doors shall operate the same.	AR Chesson is working on this. We will continue to track and check at the warranty walk-through. <b>Reached out to sub.</b>	
4/13/2021	Pond Gate widening	<b>AR Chesson reached out about this but the sub was unresponsive. Discuss with County.</b>	
4/22/2021	Spot clean masonry.	<b>Review completeness.</b>	
4/22/2021	Dots on front signage need to be replaced to match other font size and material.	AR Chesson is working on this. We will continue to track and check at the warranty walk-through. <b>Reached out to sub on 12/13/21.</b>	
4/23/2021	Bookcase under the stairs installation.	<b>Installed.</b>	<b>COMPLETE</b>
4/23/2021	Cabinet residue on workroom casework.	AR Chesson is working on this. We will continue to track and check at the warranty walk-through. <b>Reached out to sub.</b>	
4/23/2021	2-Hr Fire Rated glazing appears to be cracked. Initially punch list item #266.	Closed.	10/20/2021
4/25/2021	Room 137A occupancy sensor not working.	AR Chesson is working on this. We will continue to track and check at the warranty walk-through. <b>Reached out to sub.</b>	
5/3/2021	Hard rain at the front	<b>Review solutions with County/Library.</b>	
5/4/2021	Room 127 Leak under window	<b>Complete. Review.</b>	
5/6/2021	Library book shelf dividers.	Delivered to Owner.	9/22/2021
5/6/2021	Library window shade installation.	<b>Installed.</b>	<b>COMPLETE</b>
5/13/2021	Adjustment to front entrance door. Push bar will not dog down.	Was adjusted in May. Will re-review at warranty walk-through. <b>Reached out to sub.</b>	
6/8/2021	Humidity issues noted in Cooperative Extension & Library	Met on site 10/20/21. Design team following up on possible solutions and will continue to track.	
6/2/2021	Push button installation and additional power outlet.	<b>Subs unresponsive. Discuss with Owner.</b>	
6/8/2021	Lock on right hand side of Community Room kitchen cabinet door.	Was adjusted. Will re-review at warranty walk-through.	
6/22/2021	Fax machine issues with battery backup.	Was adjusted but continues to trip. We will continue to track and check at the warranty walk-through. <b>Reached out to sub.</b>	
6/30/2021	Parking Lot grading issues.	AR Chesson has cut out one section of asphalt which was re-poured in November. The striping needs to be completed in that location. Other areas have cracking and need to be reevaluated. The entire parking lot will be reviewed at warranty walk-through.	
6/30/2021	Equipment Screen gap at front wall. See CA Reports #84 & #85	To be reviewed by AR Chesson.	
7/6/2021	Landscaping in rain garden. Water ponds around the edges and does not drain properly. Possibility need new plantings after grading.	Ongoing. Should be reviewed and addressed by landscaping contractor when next on site. Possibly needs gutter extension.	
7/6/2021	Other trees and grass around the site wilting.	Ongoing. Should be reviewed and addressed by landscaping contractor when next on site.	
7/22/2021	Book shelf scratches.	<b>Very minor. Library took no issue.</b>	<b>COMPLETE</b>
8/3/2021	Door Sweep at back door.	Installed.	8/1/2021

8/3/2021	Soap dispensers in restrooms & Stainless steel on multiple toilet accessories.	AR Chesson working on this. Product data submitted for future cleaning by Owner. We will continue to track and check at the warranty walk-through.	
8/3/2021	Door Locking issues throughout building at interior and exterior doors.	AR Chesson adjusted. We will continue to track and check at the warranty walk-through.	
8/3/2021	Entry Door push button works sporadically	AR Chesson adjusted. We will continue to track and check at the warranty walk-through. <b>Reached out to sub.</b>	
8/3/2021	Cabinet delaminating inside drawer under stove in Teaching Kitchen.	Casework sub to repair. We will continue to track and check at the warranty walk-through.	
9/17/2021	Door lock hard to use when extremely hot.	AR Chesson adjusted. We will continue to track and check at the warranty walk-through. <b>Reached out to sub.</b>	
9/17/2021	Book Shelf Ends delaminating.	<b>Replaced shelf ends on 7/22. Will re-review at warranty walk-through. One appears to be delaminating again. All will be reviewed in June.</b>	
9/17/2021	Brown substance in Teaching Kitchen island hood. See CA Report #85	AR Chesson to review when reviewing all hood humidity concerns. Will re-review at warranty walk-through.	
9/17/2021	Wood Paneling finish peeling off. See CA Report #85.	<b>AR Chesson sanded and re-sealed after our visit in 10/2021. Will re-review during warranty walk-through.</b>	
10/5/2021	Tile in kitchen floor glue residue needs cleaning where ice machine has leaked.	AR Chesson is working on this. We will continue to track and check at the warranty walk-through.	
10/5/2021	Mud all along sidewalk, parking lot, and rain garden due to landscapers leaving mud. Has not washed off and needs to be cleaned.	<b>Complete. Review.</b>	<b>COMPLETE</b>
10/5/2021	Library shelf missing bracket inside their office space. Bracket shall be provided and installed.	Casework sub shall provide. We will continue to track and check at the warranty walk-through. <b>Reached out to sub.</b>	
10/20/2021	Minor concrete cracks at gutter near building and adjacent to the rain garden.	We will continue to track and check at the warranty walk-through.	
10/25/2021	Gas smell when heat is turned on. Initially discussed when cold weather began but was minimal while on site 12/13.	We will continue to track and check at the warranty walk-through.	
10/26/2022	<b>Install CO &amp; NO Sensors</b>	<b>AR Chesson shall review and have sub correct issue.</b>	
11/15/2021	Library has numerous flies & wasps inside their space. MHAworks requested that pest control be called to confirm the type and source of bugs.	If Pest control confirms this is a construction issue, we will determine a solution to stop them entering the building.	
12/13/2021	Door mullion loose at exterior doors leading into the Community Room adjacent to the main rear entrance.	AR Chesson shall review and correct issue.	
12/13/2021	Floor drain in Community Room Storage Room requires trap primer due to sewer gas entering adjacent spaces.	We will continue to track and check at the warranty walk-through.	
12/16/2021	Install insulation over Work Room, Genealogy, and Study Room. <b>Add adjacent restroom.</b>	<b>Discuss with Library.</b>	
1/24/2022	<b>Plastic laminate trim at drinking fountain separating.</b>	<b>AR Chesson shall review and correct issue.</b>	



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** April 4, 2022

**SECTION:** Board Appointments

**DEPARTMENT:** Governing Body

**TOPICS:**

1. Appointment of Clinton Freeman -Economic Development Board
2. Appointment of Crystal Godwin -Economic Development Board

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:**

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

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:** N/A

**ITEM HISTORY:** ---



B-1



If reapplying for a position you presently hold, how long have you served? \_\_\_\_\_

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

I have business experience and being a lifetime resident, I understand the need for jobs and other services here in the county.

Do you have any delinquent Bertie County taxes?  Yes  No

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

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

**CODE OF ETHICS**

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

Date: 3-28-22 Applicant's Signature: Clinton Fraum

Return application to:

LaShonda Cartwright  
PO Box 530  
106 Dundee Street  
Windsor, NC 27983  
Fax: (252) 794-5327  
[lashonda.cartwright@bertie.nc.gov](mailto:lashonda.cartwright@bertie.nc.gov)

Note:

\*All information on this document is subject to the Public Records Law and will be released to the public upon request.

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

\*\*\*Applications must be on file in the Clerk to the Board's Office 7 days prior to consideration for appointment.

FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_



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

Name: Crystal Cobb Godwin

Home Phone Number: 252-794-6590 Mobile: 252-209-7618

Home Fax Number: \_\_\_\_\_

Email Address: crystal.godwin@southernbank.com

Home Address: 410 Bakertown Rd., Windsor, NC 27983

Mailing Address: 410 Bakertown Rd., Windsor, NC 27983

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

How long have you been a full-time resident of Bertie County? 40 years

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

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

Occupation: Banker Employer: Southern Bank

Business Address: 101 N. King St., Windsor, NC 27983

Business Phone Number: 252-794-3011 Business Fax: 252-794-4994

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

- |  |          |
|--|----------|
| 1. <u>Bertie County Economic Development</u> | 3. _____ |
| 2. _____                                     | 4. _____ |

Qualification for specific category: \_\_\_\_\_

I am the City Executive/Branch Manager for Southern Bank in Windsor. With my financial background, I will be able to provide financial direction as well as real estate information that will be informative for the board.

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

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

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

Since I am the City Executive/Branch Manager of Southern Bank, I will be able to provide some financial insight in the county. I have experience in all types of loans including real estate and commercial loans and that knowledge could help with the types of businesses that the county may be able to attract.

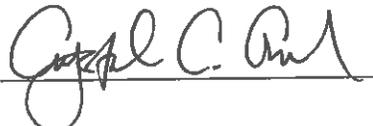
Do you have any delinquent Bertie County taxes?  Yes  No

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

I graduated from Bertie High School and then graduated from East Carolina University. I have been a lifelong resident of Bertie County and I want to see positive things in Bertie County. I am a member of Ross Baptist Church where I have served as the pianist for over 15 years. In addition, I am the Treasurer for the Windsor Rotary Club and have been in that position for over 10 years. I serve on the Windsor-Bertie Chamber of Commerce Board along with the Bertie County Farm Bureau Board.

**CODE OF ETHICS**

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

Date: 3-31-2022 Applicant's Signature: 

Return application to:

LaShonda Cartwright  
PO Box 530  
106 Dundee Street  
Windsor, NC 27983  
Fax: (252) 794-5327  
[lashonda.cartwright@bertie.nc.gov](mailto:lashonda.cartwright@bertie.nc.gov)

Note:

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

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Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_



# Bertie County

## Board of Commissioners

### ITEM ABSTRACT

**MEETING DATE:** April 4, 2022

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

**DEPARTMENT:** Governing Body

**TOPICS:**

1. Approve Register of Deeds Fees Report- March 2022
2. Approve Tax Release Journal- February 2022
3. Approve Regular Meeting Minutes 2-7-2022
4. Approve Work Session Minutes 3-15-2021
5. Approve Budget Amendments
6. Albemarle Regional Library Agreement
7. Access Agreement for Tidewater Land & Timber, LLC

**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 MARCH 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-----	\$5,291.00
10-0030-4344-03	VITAL STATISTICS-----	\$1,621.00
10-0050-4839-02	MISCELLANEOUS(NOTARY OATHS/PHOTO COPIES, ETC)-----	\$212.45
10-0030-4344-04	NO. MARRIAGE LICENSE----- 3 @60.00	\$180.00
		<u>\$7,304.45</u>
10-0018-4240-01	N. C. STATE EXCISE STAMP TAX-----	\$11,010.00
10-0030-4344-10	STATE TREASURER FEE----- 165 @\$6.20-----	\$1,023.00
	STATE VITAL RECORDS----- 5 @14.00	\$70.00
		<u>\$19,407.45</u>
10-0000-1251-00	A/R IN/OUT(REFUND)-----	\$4.00
		<u>\$19,411.45</u>

*Annie F. Wilson*

REGISTER OF DEEDS - BERTIE COUNTY

*By: Shamedia R. Williams, Asst.*

## FOR INFORMATIONAL PURPOSES

D/T /MORTGAGES-----	35 @\$6.20=	\$217.00
ADDITIONAL PAGES-----	6 @\$0.40=	\$2.40
DEEDS & OTHER INSTRUMENTS-----	<u>142</u> @\$1.94=	<u>\$275.48</u>



C-2



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

March 14, 2022

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 **February** 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\_\_\_\_

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Release Detail

ACCOUNT / DATE	NAME	ADDRESS / REASON	CHARGE CODE	CITY / BILL YEAR	STATE / BILL TYPE	ZIP / BILL NUMBER	PROPERTY ID	USER / AMOUNT
02-21-2022	MOORE, PAMELA ANN PIS BOX 567 S. LEARY, PAM			POWELLVILLE 2021	MC	27867	22A20087 40	44.57
		wrong taxpayer for BERTIE COUNTY LEVY	G01		PP	D-2100113		44.57
02-21-2022		wrong taxpayer for LATE LISTING PENALTY	G01 LATE LISTING	2021	PP	D-2100113		13.83
								13.83
	TOTAL							58.40

### Release Teller

TELLER	COUNTY	SOLID	ALL COST	FIRE / TOWN	INTEREST	TOTAL
1/1/14	\$ 44.87	\$ 0.00	\$ 13.83	\$ 0.00	\$ 0.00	\$ 58.70
	\$ 44.87	\$ 0.00	\$ 13.83	\$ 0.00	\$ 0.00	\$ 58.70

Release Distribution

DESCRIPTION	TOTAL	COUNTY	SOLID	CAPITAL
County Tax	\$ 44.87	\$ 44.87	\$ 0.00	\$ 0.00
Fire/Town Tax	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Lot's List Penalty	\$ 13.63	\$ 13.63	\$ 0.00	\$ 0.00
Interest	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total</b>	<b>\$ 58.50</b>	<b>\$ 58.50</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

DISTRICT / TOWN	ASKEWVILLE	AULANIDER	COLERAIN	KELFORD	LEWISTON	POWELLVILLE	ROXBEL	WINDSOR
Fire/Town Tax	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Lot's List Penalty	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>							



C-3

**Windsor, North Carolina**  
**February 7, 2022**  
**COMMISSIONERS MEETING**

The Bertie County Board of Commissioners met for a regularly scheduled meeting today at 6:00 PM inside the Commissioners Room, 106 Dundee Street, Windsor, NC. Because of the COVID-19 pandemic, this meeting was hosted partially in person, and partially via Zoom (conference call). The following members were present or absent:

Present: Ronald “Ron” Wesson, District I  
Greg Atkins, District II  
Tammy A. Lee, District III  
Ronald “Ron” Roberson, District V  
John Trent, District IV

Staff Present: County Manager Juan Vaughan, II  
Assistant County Manager David Scarborough  
Assistant County Lloyd Smith  
Finance Director William Roberson

Staff Present (Zoom): Clerk to the Board, LaShonda Cartwright

**CALL TO ORDER**

Chairman Trent called the meeting to order.

**INVOCATION & PLEDGE OF ALLEGIANCE**

Commissioner Tammy Lee provided the Invocation and led the Pledge of Allegiance.

**PUBLIC COMMENTS (3-MINUTE LIMIT PER SPEAKER)**

Clerk to the Board LaShonda Cartwright stated there were no public comments at this time.

## **APPOINTMENTS (A)**

### **UPDATE ON CANDIDATE FILING FOR 2022 PRIMARY ELECTION & ELECTIONS DIRECTOR VACANCY BY BOARD OF ELECTIONS CHAIR MICHAEL FREEMAN**

Chair Michael Freeman provided the Board of Commissioners with an update on the candidate filings for 2022 along with information on the vacancy of the Elections Director position.

Chair Freeman stated to the Board of Commissioners that the Board of Elections is still looking for a candidate to fill the position of Elections Director.

Chair Freeman stated that he and the other board members have asked the County Manager to consider reclassifying that position because the responsibilities of the Elections Director have changed significantly since it was initially classified.

Chair Freeman stated that as of right now, candidate filing is set to begin February 24<sup>th</sup> at 8:00 AM and it ends on March 4<sup>th</sup> at 12:00 PM. However, the dates for candidate filing are subject to change.

Chair Freeman advised the Board of Commissioners that early voting begins Thursday, April 28<sup>th</sup> and ends on Saturday, May 14<sup>th</sup> until 3:00 PM. Early voting will be held from 8:00 AM to 7:30 PM each day.

Chair Freeman stated that the two early voting sites will be in Windsor and Powellsville.

Chair Freeman stated the Primary Election will be on May 17<sup>th</sup>. Polls will open at 6:30 AM and close at 7:30 PM.

Chair Freeman asked the board if they had any questions.

Vice-Chair Wesson asked Chair Freeman about the process they are using to search for an applicant to fill the Elections Director position.

Chair Freeman stated to Vice-Chair Wesson that they have the Elections Director position listed on the State Board of Elections website as well as the Bertie County website. Chair Freeman also stated the applicant can live outside the county as long as they agree to move to the county within one year and obtain certification.

Chair Freeman stated to the Board that the Board of Elections plans to have retired Elections Director Shelia Holloman to serve as Interim Director during the upcoming elections.

**UPDATE ON RESILIENT COASTAL COMMUNITIES PROGRAM, PRELIMINARY  
FLOOD INSURANCE RATE MAPS & PLANNING DEPARTMENT STAFFING BY  
PLANNING DIRECTOR TRACI WHITE**

Planning Director Traci White explained to the Board of Commissioners that the Resilient Coastal Communities Program was a new program in the Division of Coastal Management.

Director White stated that the Resilient Coastal Communities Program started last year and the purpose of the Resilient Coastal Communities Program is to support communities, counties, and towns by pursuing coastal resiliency projects.

Director White stated that they are also working with the Town of Windsor, the County and other municipalities.

Director White stated that there were four phases to the Resilient Coastal Counties Program. The first two phases are currently underway. Those two phases consist of risk and vulnerability assessments, which have been conducting since August of last year.

Phase two of the project is creating a project portfolio and phases three and four will consist of engineer & design followed by project implementation.

Director White stated that a community action team has been meeting monthly since September to help guide the process.

Director White stated the CAT (Community Action Team) has been open for any of the towns to participate and local officials.

Director White advised the board that the final resiliency strategy will be completed in April. It will contain results from the risk assessment and list priority projects and recommended funding sources for each project.

Director White stated that one project will be identified out of the strategy and that project will be eligible for design/engineer funding from the Division of Coastal Management under phase three of the program.

Director White stated that another public meeting is planned for late February.

Director White advised the Board that at that meeting, the resilience projects that are under consideration will be presented and the public will have the opportunity to provide input, which will help determine which projects are considered high priority.

Director White stated that the outcome is to hopefully have a final set of five to ten high priority projects that will be ready to hit the ground when funding becomes available.

Chairman Trent asked if there were any questions from the commissioners.

County Manager Vaughan asked Director White if she has any good news to share about the staffing in her department.

Director White stated that Matt Sopher was hired in December as Building Inspector. Director White further advised the Board that Phillip Barnes has also accepted the position of Building Inspector and will start on February 21<sup>st</sup>.

Director White stated that updated flood mapping can be found on the fris.nc.gov website.

Director White further elaborated on the process of updating the maps and getting them approved.

### **PRESENTATION OF 2021 UNPAID REAL AND PERSONAL PROPERTY TAXES**

#### **BY TAX ADMINSTRATOR JODIE RHEA**

Tax Administrator Jodie Rhea provided the Board with the annual report of the Unpaid Real and Personal Property Taxes for 2021.

During the presentation, Tax Administrator Jodie Rhea stated to the Board that this year's collection of taxes is slightly higher than last year's at this time.

Tax Administrator Jodie Rhea stated to the Board that following the presentation is a letter to advertise the delinquent taxes.

Chair Lee made the **MOTION** to give authorization to Tax Administrator Jodie Rhea to advertise the delinquent taxes. The **MOTION** was **SECONDED** by Vice-Chair Wesson. The **MOTION PASSED** with a unanimous decision.

### **FISCAL YEAR 2021-2022 FINANCIAL SUMMARY BY FINANCE DIRECTOR**

#### **WILLIAM ROBERSON**

Finance Director Roberson provided the board with a Financial Summary that went through December 2021.

Finance Director Roberson reviewed reimbursements that have been received and stated that there is still approximately \$464,000 of outstanding reimbursements for which we are waiting and hope to receive soon. This outstanding reimbursement is from Golden LEAF Foundation for the Library/Cooperative Extension facility.

Director Roberson discussed the financial summary and provided an explanation for some line items being slightly higher than expected at this time.

## **BOARD APPOINTMENTS (B)**

1. Reappointment to CPTA Board – Denise Clark

Chair Lee made the **MOTION** to have Ms. Clark reappointed to the CPTA Board. The **MOTION** was **SECONDED** by Commissioner Wesson. The **MOTION PASSED** with a unanimous decision.

2. Reappointment to Comprehensive Economic Development Strategy Committee –  
Commissioner Wesson

Commissioner Roberson **MOTION** to reappoint Commissioner Wesson to the Comprehensive Economic Development Strategy Committee. The **MOTION** was **SECONDED** by Commissioner Lee. The **MOTION PASSED** with a unanimous decision

## **CONSENT AGENDA (C)**

1. Approve Register of Deeds Fees Report – January 2022

Commissioner Roberson made the **MOTION** to approve the Register of Deeds Fees Report – January 2022. The **MOTION** was **SECONDED** by Commissioner Lee. The **MOTION PASSED** with a unanimous decision.

2. Approve Tax Release Journal – December 2021
3. Approve Tax Release Journal – January 2022

Commissioner Lee made the **MOTION** to approve Tax Release Journal – December 2021 and Approve Tax Release Journal – January 2022. The **MOTION** was **SECONDED** by Commissioner Roberson. The **MOTION PASSED** with a unanimous decision.

4. Approve Minutes for Regular Meeting 7-7-21

Commissioner Wesson made the **MOTION** to approve the minutes for Regular Meeting 7-7-21 with redline changes. Commissioner Lee **SECONDED** the **MOTION**. The **MOTION PASSED** with a unanimous decision.

5. Approve Minutes for Closed Session 7-7-21

Commissioner Wesson made the **MOTION** to approve the minutes for Closed Session 7-7-21 with redline changes. Commissioner Lee **SECONDED** the **MOTION**. The **MOTION PASSED** with a unanimous decision.

6. Approve Minutes for Regular Meeting 1-10-22
7. Approve Minutes for Closed Session 1-10-22

Commissioner Wesson made the **MOTION** to approve both sets of minutes for Regular Meeting 1-10-22 and Closed Session 1-10-22. Commissioner Lee **SECONDED** the **MOTION**. The **MOTION PASSED** with a unanimous decision.

Chairman Trent asked the county attorney Lloyd Smith if those minutes have been reviewed by him.

County attorney Smith stated to Chairman Trent, "Yes sir."

#### 8. Approve Budget Amendments

Finance Director stated to the Board that he had three budget amendments. The first one was an adjustment made to match the amount received from the LIEAP Program.

Finance Director Roberson stated the second budget amendment was for pandemic relief assistance provided by LIEAP.

Finance Director Roberson stated that the third amendment was the invoice that was received from the Tax Accountant who completed the audit.

Commissioner Wesson made the **MOTION** to approve the Budget Amendments. Commissioner Lee **SECONDED** the **MOTION**. The **MOTION PASSED** with a unanimous decision.

#### 9. Proclamation Honoring Chaplain Ricardo Hardison

Commissioner Lee made the **MOTION** to approve the Proclamation Honoring Chaplain Ricardo Hardison. Commissioner Roberson **SECONDED** the **MOTION**. The **MOTION PASSED** with a unanimous decision.

Chair Trent then read the Proclamation aloud for the board.

#### 10. Purchase of Teaching Housing Site by Partners for Bertie County Public Schools from Bertie County

County Attorney Smith provided the Board with a brief explanation on the bid process of this agenda item and further stated that Vice Chair Wesson should recuse himself from this process.

Commissioner Roberson made the **MOTION** to approve Purchase of Teaching Housing Site by Partners for Bertie County Public Schools from Bertie County. Commissioner Lee **SECONDED** the **MOTION**. The **MOTION PASSED** with a unanimous decision (not including a vote from Vice Chair Wesson).

**OTHER ITEMS**  
**DISCUSSION AGENDA (D)**

1. FY 2022-23 Budget Calendar

County Manager Vaughan stated to the board that have a copy of the FY 2022-23 Budget Calendar in their packets.

County Manager Vaughan then stated that they already have had their budget kickoff for Department Heads so they are a little bit ahead of schedule.

County Manager Vaughan advise the Board that on their meeting calendar previously approved by the Board, they have the Budget Public Hearing scheduled for June 21<sup>st</sup>. However, due to the progress that has been made, they can actually conduct that Public Hearing on June 6<sup>th</sup> to have the budget process completed sooner as requested by the Board.

County Manager Vaughan further stated that his goal was to make the Budget Presentation on May 23<sup>rd</sup> and to ensure that the Board receives that budget prior to the budget presentation.

County Manager Vaughan then stated that May 24<sup>th</sup> through June 3<sup>rd</sup> is the time designated for the Board to have budget work sessions.

County Manager Vaughan then asked the board for a **MOTION** to amend the Meeting Schedule Calendar.

Commissioner Roberson made the **MOTION** to approve having the Meeting Schedule calendar amended to show the Budget Public Hearing date as **June 6, 2022** instead of **June 21,2022**. The **MOTION** was **SECONDED** by Commissioner Lee. The **MOTION PASSED** with a unanimous decision.

2. COVID Update

HR Director/Human Risk Manager Cortney Ward provided the board with an update on COVID and the fact that Bertie County only has three employees as of Friday, February 4, 2022 who are absent due to having COVID-19.

HR Director/Human Risk Manager Cortney Ward stated to the board that the COVID-19 Task Force recommends to the board moving forward with the following changes: county buildings and doors will reopen to the public and the citizens will be served face to face beginning Tuesday, February 8, 2022; and there will be a meeting with Parks & Recreation and Council on Aging in the coming days to develop a plan to safely resume activities within those departments.

Director Ward stated that face coverings will still remain a requirement as well as social distancing.

Director Ward then stated that at this time they are still working on making rapid testing available to our Bertie County staff through our EMS department. They hope to roll those tests out within the following weeks.

Director Ward then discussed the protocols for quarantine and isolation. Chairman Trent asked Director Ward, County Manager Vaughan and the Recreation Department if they could meet and put something together in reference to the seniors having their dance and bring it back to the board.

Chairman Trent then followed up by stating that he wanted them to make this kind of a priority because he has received several calls in reference to the seniors being able to resume their dances.

County Manager Vaughan agreed to get back with the board within a week or so by email with an update on the seniors returning to their dances.

### **COMMISSIONERS' REPORTS (E)**

#### Commissioner Lee

Commissioner Lee reported that the Insurance Commissioner Mike Causey will be in Windsor on tomorrow at 8:30 AM to distribute checks to the Fire Department. All Commissioners are invited to attend.

Commissioner Lee then stated that Friday from 8:00 AM – 2:00 PM MedAssist will be handing out over-the-counter medications at the Convention Center and it is a drive-through event.

Commissioner Lee followed up by stating that she plans to attend Chaplain Hardison's retirement.

Commissioner Lee then stated that she received a call from Reginald Speight that used to work with Congressman Butterfield. He is now serving as the North Carolina State Director with USDA of Rural Development. He has Bertie County on his radar for ways that he can provide assistance.

#### Commissioner Atkins

Commissioner Atkins did not have anything to report.

#### Vice -Chair Wesson

Vice-Chair Wesson stated that the MedAssist Program that Commissioner Lee spoke about was a great program and if you go to their site, you can register and choose the products that you would like to have. However, if you don't choose to do so, you will just get a generic pack.

Vice-Chair Wesson stated that with regards to Aulander and Director Speight getting back with us, they only have one qualified census tract in Bertie County and that is Aulander. That is why the concentration is on that particular area.

Vice-Chair Wesson thanked the Board for the vote of confidence and transferring the property to the Partners for Bertie County Schools. This is going to be a great project.

Vice-Chair Wesson stated that he believes housing is an absolute must for this county in terms of future planning.

Vice-Chair Wesson then stated that we have the jobs and we have the lowest unemployment rate in the state of North Carolina eight months in a row during the heart of the pandemic. He further stated that we have the jobs, but we don't have adequate housing.

Vice Chair Wesson stated that we need middle income housing for working people in this county.

Vice Chair Wesson then stated that in this county we do not have a long-term economic development plan. He followed up by saying we need to be working on a 3-5-year plan that identifies the key issues that this county needs to address so we can start preparing for those things now.

#### Chairman Trent

Chairman Trent stated that most of the employment is in West Bertie County and Griffins Quarter Road should be designated as an Industrial Park. Those are the things that this Board of Commissions need to talk about, look at, and have that in our future as far as a five-year plan.

Chairman Trent stated they also need to look at the land on Highway 11 and identify locations of these future projects.

Chairman Trent then stated the next thing to look at is retail. We have one grocery store in 720 square miles. People are driving 20-25 miles just to buy groceries and 20-25 miles to buy their medications.

Chairman Trent followed up stating that he is going to be bringing ideas to the Board and Commissioner Wesson will be assisting.

COUNTY MANAGER’S REPORTS (F)

County Manager Vaughan stated that the Board of Commissioners has confirmed Bertie County’s participation in the housing consortium program along with four surrounding counties, which include Halifax, Hertford, Martin and Northampton.

County Manager Vaughan stated that we are moving along in that process and we were at the point where they have asked us to obtain resolutions or letters of support from the municipalities within each county. Manager Vaughan stated that each municipality has been contacted and of the eight municipalities in Bertie County, Powellsville has confirmed their support and passed the resolution so far.

County Manager Vaughan then stated that five municipalities intend to pass the resolution at upcoming meetings. He further stated that two municipalities intend to pass the resolution and have requested for someone to join their meeting to answer questions their Boards may have. One of those meetings is tonight in Lewiston at 7:30 PM and County Manager Vaughan plans to attend. County Manager Vaughan stated the other meeting will be held on Monday, February 14<sup>th</sup> in Aulander at 6:00 PM.

COUNTY ATTORNEY’S REPORTS (G)

County Attorney Lloyd Smith stated that he did not have any reports.

ADJOURN

Commissioner Roberson made the **MOTION** to adjourn the meeting. The **MOTION** was **SECONDED** by Commissioner Lee. The **MOTION PASSED** with a unanimous decision.

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John Trent, Chairman

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LaShonda Cartwright, Clerk to the Board



C-4

**Windsor, North Carolina**  
**MARCH 15, 2021**  
**WORK SESSION**

The Bertie County Board of Commissioners met for a regularly scheduled meeting (work session) today at 10:00 AM inside the Council on Aging Gymnasium, 103 W School Street, Windsor, NC. Because of the COVID-19 pandemic, this meeting was hosted partially in person and partially via Zoom (conference call). The following members were present or absent.

**Present:** Ronald “Ron” Wesson, District I (Zoom)  
Greg Atkins, District II  
Tammy A. Lee, District III  
Ronald “Ron” Roberson, District V  
John Trent, District IV

**Absent:**

**Staff Present:** County Attorney Jonathan Huddleston  
County Manager Juan Vaughan, II  
Finance Director William Roberson  
Clerk to The Board LaShonda Cartwright (Zoom)  
Finance Director Cortney Ward (Zoom)

**CALL TO ORDER**

Chair Lee called the meeting to order.

**INVOCATION/PLEDGE OF ALLEGIANCE**

Commissioner Wesson provided the Invocation and led the Pledge of Allegiance.

**PUBLIC COMMENTS**

Clerk to The Board LaShonda Cartwright stated there were no public comments at this time.

## CONSENT AGENDA

-Tax Release Journal-January 2021 & February 2021

-Register of Deeds Fees Report-January 2021 & February 2021

A **MOTION** was made to **APPROVE** these items by Commissioner Wesson. The **MOTION** was **SECONDED** by Commissioner Trent. The **MOTION PASSED** unanimously.

-Budget Amendments

Finance Director William Roberson distributed a handout for the Board to review.

Mr. Roberson spoke about the Coronavirus Relief Funds and his attempts to get them in the books and on record (the first line item). The second line item was in reference to the discussion with the Mid-East Commission regarding the HCBG Grant. Director Roberson stated that was a slight adjustment to get it in line with the budget. Director Roberson stated that the Council on Aging has received funds from the CARES Act in the amount of \$46,000. The next line item was the Low-Income Energy Assistance Program (LIEAP). We received some additional money, so the revenues and expenditures were adjusted accordingly. The next was the Emergency Watershed Protection Grant for the debris removal project that was discussed. The next item was the Council on Aging's Ship Grant.

Chair Lee asked if it was possible to put the handout online for transparency purposes for the public. Mr. Roberson replied, "Absolutely."

A **MOTION** was made to **APPROVE** these items by Commissioner Atkins. The **MOTION** was **SECONDED** by Commissioner Wesson. The **MOTION PASSED** unanimously.

## TRILLIUM HEALTH RESOURCES ANNUAL REPRT BY BLAND BAKER, NORTHERN REGIONAL DIRECTOR

Mr. Bland Baker (in person) began presenting the Trillium Health Resources Annual Report by stating that last year Trillium served around 58,000 people and spent approximately \$4,700,000 for the services of those people. Trillium offers a provider network of approximately 500 people. Mr. Baker stated they have worked very hard not to lose any of those during the pandemic. He spoke briefly on Medicaid Transformation and explained that the General Assembly was going to move Medicaid from a fee for service model to a managed care model. He stated that Trillium has been on a managed care model for some time, but the physical help for people has been on a fee for service. That will be a big difference. Mr. Bland stated last year the division put out an RFP

for a standard plan, which is one of the options for people who qualify for Medicaid. The standard plan is going to be managing the mild to moderate behavioral health services of individuals. Mr. Bland stated the division started open enrollment today for those people who are going to qualify for the standard plan. He stated that Trillium has nothing to do with who gets the standard plan or who gets the tailored plan. Mr. Bland stated the division of Mental Health looked at all the claims that were billed for all the individuals who received Medicaid for the last eighteen months based on diagnoses and the services that they received. They have made the determination of who will fit in those categories. He stated open enrollment is taking place today, which means everyone who is eligible for the standard plan should have received a packet via US mail a couple of weeks ago and the last packet should have been received by Friday. If citizens haven't signed up for a plan by May 15<sup>th</sup>, they will be placed in a plan. The state has a system that automatically enrolls people that have not signed up for a standard plan. The standard plan is effective July 1, 2021. By that date, the standard plan will begin to serve Medicaid-receiving individuals with a low to moderate need in behavioral health and physical health as well.

Commissioner Wesson mentioned that it was stated that if the individuals had not enrolled in a plan, they would receive a call. He asked if they still be receiving a call or if they have to make that call themselves.

Mr. Baker stated that they would have to make the call themselves. He also stated that the State would send a reminder letter if they had not signed up in the middle of the enrollment.

The Tailored plan will not come into effect until a year from July 1, 2021. Beginning July 1, 2021, they are going to lose about 35,000 consumers to the standard plan. They will be managing around 20,000 people who are already qualified for the Tailored plan.

**PROPERTY TAX EXEMPTION/EXCLUSION REQUEST APPEAL BY TAX  
ADMINISTRATOR JODIE RHEA**

Tax Administrator Jodie Rhea stated that Ms. Vivian Sainders submitted an application for the Hive House for property tax exemption that was dated February 4<sup>th</sup>. Mr. Rhea stated he rejected that application based on the statutory deadline being the month of listing, which is January 1<sup>st</sup>-31<sup>st</sup>. He stated the statute gives the Board and only the Board the authority to approve a late application for good cause. It does not define good cause. The Department of Revenue nor the School of Government have defined what good cause is. Given Ms. Sainders' explanation and the fact that her application meets all the other qualifications, Mr. Rhea recommends that the Board approves the late application.

The **MOTION** was made to **APPROVE** the exemption by Commissioner Wesson. Commissioner Roberson **SECONDED** the **MOTION**. The **MOTION PASSED** with a **5-0** vote.

## **ECONOMIC DEVELOPMENT UPDATES BY DIRECTOR STEVE BIGGS**

Economic Development Director Steve Biggs stated he was here for two different subjects. One is for a letter the Board received from Scott Hamilton, President of Golden LEAF Foundation. Director Biggs stated that he and Commissioner Wesson are thankful they continued working on the teacher housing for Bertie County. He stated they had a very challenging experience the last time they pursued this project. Director Biggs stated that they have requested Golden LEAF renew their responsibility to help them in this endeavor. They had previously requested and were approved for \$240,000.00. They are now asking for an additional \$583,000.00, which brings the total to \$823,105.00 to cover cost over runs. Director Biggs stated he is asking for the Board's support in this endeavor. He stated Golden LEAF meets at the end of this month and he would love to have Board's approval for this amount of money prior to their meeting with the Credit Union Foundation in mid-April.

The **MOTION** was made to **APPROVE** the increase by Commissioner Roberson. The **MOTION** was **SECONDED** by Commissioner Trent. The **MOTION PASSED** with a **5-0** vote.

Economic Development Director Steve Biggs then gave some updates on some of the projects he is working on. He stated they were so excited about High Speed Gear being here. They started the project in mid-September and they are already in business. Hopefully, very soon they will be able to have a ribbon cutting. They are planning to move part of their facility from Swansboro to Bertie County. They are the largest employer in Swansboro. He also so stated that when they get some room, part of their business in Houston, TX will be coming here. This will be one of the largest economic hits in the last ten years.

Director Biggs stated another company that they are working with is project Metal Roof. Two local companies that are in the roofing business are starting a new business that will be located here in Bertie County. Approximately ten new jobs are expected once they are up and running. Some of the financing was done through the Windsor Township Development Corporation.

Director Biggs stated that the company ING Network out of Durham has been looking at Scotch Hall. He said he is really looking forward to what they have planned. ING Network is working with a company to do some relatively large retail in Lewiston and if they are able to secure the property, that could be something for us all to get really happy about.

Director Biggs stated that he still continues to work with Robin Payne on the Tall Glass of Water project. He stated that he was very thankful for Robin and she has created some wealth for them in all of the grants she has been able to secure. The Commissioners also stated that Robin does great work.

Director Biggs stated that they are working on a project with Dr. Arwin Smallwood to have Indian Woods placed on the National Register of Historic places. He stated they sent a letter out this morning from the EDC Board. Director Biggs stated there are a lot of groups working with him on that and hopefully that will happen really soon.

**RECESS**

Chair Lee called for a five-minute recess.

**WATER RATE STUDY-COUNTY MANAGER JUAN VAUGHAN, II & WATER SUPERINTENDENT RICKEY SPIVEY**

County Manager Vaughan stated the first question that was asked the last time is what does it cost run the Water Department? He advised the Board to take a look at the revenues and expenditures for the several years, including fiscal years of 2015, 2016, 2017, 2018, 2019 & 2020. He stated that in 2016 and 2017 the revenues are in blue and they increased. In 2017, 2018, and 2019 they decreased. The expenditures have been increasing since 2016 and 2017. County Manager Vaughan stated it takes approximately \$2.7 Million to operate the water department. County Manager Vaughan stated it is important to note that over one million dollars of their budgeted expenses go towards debt service. The loans were in the handouts that were given. County Manager Vaughan stated that was a big chunk of their expenditures.

Commissioner Wesson asked why did revenues drop after 2018 and expenditures stayed the same.

County Manager Vaughan stated they had a significant decrease in 2017 and 2018 and that appears to be the result of a drastic reduction in the sale of water to Avoca Farms. He stated that our biggest water sales came from residential use, next is the prison, and then Avoca.

County Manager Vaughan then discussed the water usage and the figure of \$2.7 Million was confirmed and showed the board different scenarios with various water rates.

County Manager Vaughan stated that he had some assistance from our legal team and they were not able find anything that said there was a cap on water sales. However, they did find some with stormwater and solid waste.

**RECESS**

Chair Lee called for a recess.

**WATER RATE STUDY-COUNTY MANAGER JUAN VAUGHAN, II & WATER SUPERINTENDENT RICKEY SPIVEY CONTINUED**

A report about the Fund balance and projects was given by Finance Director William Roberson.

A discussion was held about raising the flat rate for water usage by the Board and knowing the fund balance before a decision is made.

Chair Lee stated they were going to table this once again until they can get more information.

## **COUNTY MANAGER REPRORTS**

County Manager Vaughan stated the first thing he wanted to do was have William provide a quick update of the budget because he wanted everyone to be aware exactly where they are financially.

Chair Lee stated that they had not received the FEMA as of yet.

County Manager Vaughan stated that next they were going to talk about upcoming meetings. On March 23,2021, newly appointed Commissioner Ron Roberson will attend his Essentials Training and Ethics Training and the newly re-elected Commissioners Trent and Wesson will also take the Ethics training.

County Manager Vaughan stated as of right now, the next regularly scheduled meeting will be on April 26<sup>th</sup>, 2021 and he wanted to discuss having another work session before that time to discuss a number of things, including the budget and hopefully the audit. He proposed to have the meeting around the week of April 5<sup>th</sup>, 2021. The Board decided to have the meeting on Wednesday, April 7<sup>th</sup>, 2021 at 9:00 AM. They agreed to **RECESS** this meeting.

County Manager Vaughan stated the American Rescue Plan was approved for \$1.9 Trillion. From his understanding, Bertie County could receive \$3 Million dollars and we could start receiving it within sixty day. The other portion is slated to be received within a year from that time.

County Manager Vaughan also advised we are nearing the completion of Library and NC Cooperative Extension facility. The delay is due to not completing the parking of rainy weather. The tentative date for paving the parking lot is tomorrow, March 16<sup>th</sup>.

Chair Lee stated that if the Board has any suggestions for a ribbon cutting, please pass them on to Mr. Vaughan and Ms. Cartwright. She also advised that we will be receiving a flag from Senator Tillis' office that was flown over the Capitol for the Ribbon cutting ceremony.

## **COUNTY COMMISSIONERS' REPORTS**

County Commissioner Roberson stated that he was keeping his eye on Senate Bill 476. He stated this bill talks about mental illness funds. This will be going to the schools of Bertie County for a nurse or some kind of psychologist. That's a North Carolina Bill signed in June 8<sup>th</sup>, 2020 by the government.

Commissioner Atkins did not have anything to present.

Commissioner Wesson stated that prioritization was needed for the funds we are expecting to receive. He stated this is a once in a lifetime thing or maybe a once in a 50-year opportunity for them. He stated other counties are already thinking about that and how they can use that money to double their money.

## **COUNTY ATTORNEY'S REPORTS**

County Attorney Johnathon Huddleston stated he didn't have any comments.

### **PUBLIC COMMENTS**

Clerk to The Board LaShonda Cartwright stated there were no comments at this time.

### **CLOSED SESSION**

Chair Lee stated they needed to go into closed session Pursuant to NCGS 143-318.11(a)(3)(5)(6).

A **MOTION** was made to go into **CLOSED SESSION** by Commissioner Roberson. The **MOTION** was **SECONDED** by Commissioner Trent. The **MOTION PASSED** with a **5-0** vote.

### **ADJOURNMENT**

A **MOTION** was made to **ADJOURN** the meeting by Commissioner Wesson. The **MOTION** was **SECONDED** by Commissioner Roberson. The **MOTION PASSED** with a **5-0** vote.



C-5

# BUDGET AMENDMENT

		# 22-07		
INCREASE			INCREASE	
10-0025-4586-21	\$	4,466	10-5860-5400-15	\$ 4,466
TO SETUP BUDGET FOR MIPPA GRANT - MONEY REC'D 3-17-22				
INCREASE			INCREASE	
10-0050-4839-04	\$	3,305	10-4310-5353-00	\$ 3,305
ALLOCATE INSURANCE PROCEEDS TO SHERIFF'S DEPARTMENT TO REPAIR VEHICLE (DEER ACCIDENT ON 12/10/2021)				
INCREASE			INCREASE	
10-0025-4431-23	\$	24,500	10-4310-5499-97	\$ 24,500
SETUP BUDGET FOR GRANT FROM NCDPS (SHERIFF'S OFFICE - CAMERAS, LIFE JACKETS AND COMPUTERS)				
APPROVED ___ / ___ /2022				

# BUDGET AMENDMENT

# 22-07

INCREASE		INCREASE	
10-0025-4586-21	\$ 4,466	10-5860-5400-15	\$ 4,466
TO SETUP BUDGET FOR MIPPA GRANT - MONEY REC'D 3-17-22			

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

Location: Bertie County

Date: 3/17/2022

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

### SUMMARY

Checks/Money Orders (Attach Tape):	\$	<u>4,466.00</u>
Currency	\$	<u>                    </u>
Change	\$	<u>                    </u>
<b>TOTAL</b>	<b>\$</b>	<u>4,466.00</u>
 10-0040-4586-01 -- NUTRITION INCOME	 \$	 <u>                    </u>
10-0040-4586-01 -- TRANSPORTATION	\$	<u>                    </u>
10-0040-4586-01 -- HOME DEL. MEALS	\$	<u>                    </u>
10-0025-4584-05 -- SENIOR CTR. OUTREACH	\$	<u>                    </u>
10-0040-4584-01 -- GYM RENT	\$	<u>                    </u>
<u>10-0025-458621 - Mipps Grant</u>	\$	<u>4,466.00</u>

Description: Windsor Nutrition Site

Gasmine Askew  
Signature of Preparer.

Distribution: Original -- Finance Office  
Rev/16

Duplicate -- Retain

# BUDGET AMENDMENT

# 22-07

	INCREASE		INCREASE
10-0050-4839-04	\$ 3,305	10-4310-5353-00	\$ 3,305
ALLOCATE INSURANCE PROCEEDS TO SHERIFF'S DEPARTMENT TO REPAIR VEHICLE (DEER ACCIDENT ON 12/10/2021)			

Sedgwick Claims Management Services, Inc  
 P O Box 14436  
 Lexington, KY 40512-4436



BERTIE COUNTY  
 P.O. BOX 530  
 WINDSOR NC 27983

DATE	CHECK AMOUNT	CHECK NUMBER
02/11/2022	3,305.70	127921333
PAYEE	TAX ID	
BERTIE COUNTY	None	
SCMS UNIT	PAGE	
184 Sedgwick Claims Management Services, Inc	01 of 01	

Claimant Name	Loss Date	Claim Number
BERTIE COUNTY	12/10/2021	4A22020S1UM-0001
Amt Paid: 3,305.70	Description: Miscellaneous CM/PI	
Dates: 12/10/2021 - 02/10/2022	Comment: Settlement- 2016 Dodge Charger, Vin 6903	

SWK RLM:SDM:00:NP

THE FACE OF THIS CHECK IS PRINTED BLUE - THE BACK CONTAINS A SIMULATED WATERMARK - SEE BACK FOR DETAILS

Sedgwick Claims Management Services, Inc  
 On behalf of  
 NCACC Liability and Property Pool

ORIGIN Wells Fargo Bank, N.A.  
 184127B

VOID AFTER 60 DAYS

DATE: 02/11/2022  
 127921333  
 62-22  
 311

PAY: \*\*\*\*\*THREE THOUSAND THREE HUNDRED FIVE AND 70/100 DOLLARS

\$3,305.70

PAY TO THE ORDER OF  
 BERTIE COUNTY  
 COURTNEY WARD

*Bob Blankenship*  
 \_\_\_\_\_  
*[Signature]*  
 \_\_\_\_\_

MEMO \_\_\_\_\_ MP

NC Counties of Liability and F. Principal  
 Sedgwick Claims Management Services, Inc., Agent By:

⑆ 1 2792 8333 ⑆ ⑆ 03 1 100225⑆ 2079950059703 ⑆



# INCIDENT/INVESTIGATION REPORT

Page 2

Incident Number <b>2021-1015</b>
-------------------------------------

Status Codes    1 = None    2 = Burned    3 = Counterfeit / Forged    4 = Damaged    5 = Recovered    6 = Seized    7 = Stolen    8 = Unknown

DRUGS	DCI	Status	Quantity	Type Measure	Suspected Type	Criminal Activity

OFFENDER	Offender Used	Yes	No	N/A	Age:			Race:			Sex:			Primary Offender Resident Status <input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident <input type="checkbox"/> Unknown
	Alcohol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
	Drugs/Narcotics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
	Computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										

SUSPECT	Name (Last, First, Middle)				Alias or Nickname				Home Address			
	Occupation				Business Address							
	DOB / Age		Race	Sex	Height	Weight	Build	Hair Color	Hair Style	Hair Length	Eye Color	
	Scars, Marks, Tattoos, or other distinguishing features (i.e. limp, foreign accent, voice characteristics)											

WITNESS	Name (Last, First, Middle)				DOB / Age		Race	Sex	Incident Number
	Home Address				Home Phone		Employer		Phone
	Suspect Hate / Bias Motivated:    Yes <input type="checkbox"/> No <input type="checkbox"/>								
	Narrative								

On 12/10/2021, I, Deputy A. Teal was driving South on HWY 13 North on the way to Bertie County Highschool in reference to a fight in progress where officer's on scene requested for additional back up.

As I was driving South on HWY 13 North near the intersection of HWY 13 North and both Mitchell Road and Cremo Road, a deer came into the path of my patrol vehicle. Due to vehicles coming in the North bound lane, I was unable to avoid the collision with the deer.

I struck the deer with the front driver side of my patrol vehicle. I was able to move my patrol vehicle off the road where I noticed the damage to the front driver side. After noticing the damage, I notified Bertie County Communications, informing them to notify Highway Patrol that I was involved in a collision with an animal while driving my patrol vehicle.

Highway Patrol arrived on scene and took a report of the collision.

Nothing further.

# BUDGET AMENDMENT

# 22-07			
INCREASE		INCREASE	
10-0025-4431-23	\$ 24,500	10-4310-5499-97	\$ 24,500
SETUP BUDGET FOR GRANT FROM NCDPS (SHERIFF'S OFFICE - CAMERAS, LIFE JACKETS AND COMPUTERS)			

# Project Overview

Project ID  
PROJ014937

Start Date  
10/01/2021

Final Reimbursement Deadline  
11/29/2022

Grant Manager

[keith.bugner@ncdps.gov](mailto:keith.bugner@ncdps.gov)

Financial Officer  
William Roberson  
[william.roberson@bertie.nc.gov](mailto:william.roberson@bertie.nc.gov)  
252-794-6121

Project Name  
2021 - Bertie County Sheriffs Office - Equipment Grant

End Date  
09/30/2022

Final Adjustment Deadline  
07/02/2022

Project Director  
Kenneth Perry  
[kenneth.perry@bertie.nc.gov](mailto:kenneth.perry@bertie.nc.gov)  
252-794-5330

Authorizing Official  
Juan Vaughan  
[juan.vaughan@bertie.nc.gov](mailto:juan.vaughan@bertie.nc.gov)  
252-794-6109

## Project Summary

The Bertie County Sheriff's Office is seeking grant funding to purchase upgraded technology and law enforcement related equipment.

 The 'Remaining' columns in the below budget table reflects all reimbursements that have been paid or currently in process.

**0% MATCH FUNDS**

Name	Quantity		Unit Cost	Fed Share		Match Share	
	Budgeted	Remaining		Budgeted	Remaining	Budgeted	Remaining
<b>SURPLUS</b>							
Surplus	0.00	0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>SUPPLIES</b>							
Cameras	22.00	22.00	\$595.00	\$13,090.00	\$13,090.00	\$0.00	\$0.00
Life Jackets	7.00	7.00	\$369.99	\$2,589.93	\$2,589.93	\$0.00	\$0.00
Rugged (Toughbook) laptop computers	6.00	6.00	\$1,469.00	\$8,814.00	\$8,814.00	\$0.00	\$0.00

## Budget Summary

This project requires a match of 0%. This can be either cash match or in-kind match. Matching funds may include local, state or private funds, but not other federal funds.

Category	Year 1	Total
SURPLUS	\$0.00	\$0.00
SUPPLIES	\$24,493.93	\$24,493.93
<b>Total Budget</b>	<b>\$24,493.93</b>	<b>\$24,493.93</b>
<b>(-) Match Funds</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL FEDERAL REQUEST</b>	<b>\$24,493.93</b>	<b>\$24,493.93</b>

Describe amount & source of matching funds.

Matching funds may include local, state or private funds, but not other federal funds.

Do you need to request for match waiver? If yes, state the reasons below. Else leave the field blank.

Please note: A request for match waiver does not guarantee the waiver will be granted.

## Organization

Name:  
County of Bertie

DUNS:  
032848574

Address:  
P.O. Box 530

Tax ID:  
566000276

SAM Expiration:  
01/14/2023

City:  
64Windsor

State: North Carolina Zip: 27983-0530  
 Phone: (252) 794-5300 Fax:  
 Fiscal Year End Date: 06/30

**Implementing Agency**

Name: Bertie County Sheriff's Department # Of Sworn Officers (Law Enforcement Agencies): 29  
 Address: 222 COUNTY FARM RD City: Windsor  
 State: North Carolina Zip: 27983-0000  
 Phone: 252-794-5330 Fax: 252-794-5346

**General information**

NC House Districts 05	NC Senate Districts 03	
US Congressional Districts 01	NC Counties Bertie	
Project Area Population 20,199	Principle Place of Performance Windsor	Zip 27983-6769

**Abstract & Narrative**

Project Abstract (The Problem): Briefly describe project's purpose, identify target population, and discuss program components which address the identified problem. Include local statistics to substantiate the need.

The Bertie County Sheriff's Office seeks grant funds to purchase much needed technological equipment for law enforcement officers. Upgraded technology is of paramount importance for law enforcement officer to respond to citizens' needs as well as to prevent crime and disorder in the jurisdiction. Rural agencies can be at a disadvantage due to lower tax bases and less financial opportunity to purchase expensive equipment. While expensive, often times this equipment is important to ensure officer safety as well as enhanced law enforcement services in the area. Further, with ever evolving technology, investigative equipment can assist in producing better solvability and thus produce a safer community.

Project Narrative (Operation): Include a description of how grant funded positions are integral to the project and how contractual, travel, operating, and equipment expenses will support the project. Discuss how you will collaborate with other agencies. Focus on the project – do not give agency history, do not repeat abstract. The Bertie County Sheriff's Office is seeking to purchase laptop computers, inflatable life vests as well as digital cameras for evidence collection. Mobility in technology (computers) enables officers to access and send information seamlessly. Information is imperative in modern policing. Bertie County has bodies of water which are not exempt for the need of law enforcement presence. Life jackets are imperative for those called onto the water. The need for the digital evidence cameras will enable many officers to collect evidence during the course of investigations. Technology and the ability for smaller agencies to utilize the most up to date tools is important to the community and enhances officer safety.

**Project Timeline of Activities**

Acceptance of Grant Award/Processing award paperwork: October 2021 Ordering equipment: November 2021 Receipt of equipment: Dec 2021- Feb 2022 Completing all reports/financial reimbursements Oct 2021- Sept 2022

Describe your formal, working sustainability plan for the project and how it will result in permanent operational funding (not GCC funding) once this grant ends. Any and all costs associated with maintaining or repairing the grant funded equipment will be assumed by the Bertie County Sheriff's Office and included in any and all future budget requests made annually to the Board.

**Goals**

Goal 1 - Increase the safety of officers and improve response to citizens' needs through the purchase of law enforcement related equipment.

**Objectives**

Objective 1	Performance Measure	Evaluation Method
Purchase law enforcement related equipment within the scope of Bertie County Purchasing guidelines while adhering to all grant stipulations regarding financial accountability.	Paid Invoices, copies of cancelled checks, inventory logs showing where equipment was assigned.	Deployment of law enforcement equipment within the Bertie County Sheriff's Office.

**Certification**

**A. Certification of Non-Supplanting**

The applicant hereby certifies that federal funds will not be used to supplant or replace State or local funds, but will instead be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for project activities.

**B. Certification of Filing an Equal Employment Opportunity Program**

The project director certifies that the applicant/grantee has formulated an Equal Opportunity Program, which is dated in accordance with the Amended Equal Employment Opportunity Guidelines (28 C.F.R. 42.301, et seq.) and that it is on file in the office of:

Office:  
 Name:  
 Title:  
 Address:  
 Telephone:

The project director certifies that the Amended Equal Employment Guidelines (28 C.F.R. 42.301, et seq.) have been read and that no Equal Employment Opportunity Program is required to be filed by the implementing agency because:

Please check all the boxes that apply.

- Recipient has less than 50 employees
- Recipient is an Indian tribe
- Recipient is a non-profit organization
- Recipient is an educational institution
- Recipient is a medical institution
- Recipient is receiving an award less than \$25,000

**C. Certification of Submission of Annual Audit:**

The project director certifies that a copy of the annual audit will be submitted to the Office of the State Auditor and the Governor's Crime Commission, as required by General Statute 143C-6-23. NOTE: If you receive, expend, or obligate over \$500,000 in State and Federal pass-through grants funds received directly from a State agency, then you must file a "yellow book" audit, done by a CPA, with your funding agencies and with the Office of State Budget and Management.

**D. Certification of Submission of Current Annual Operating Budget:**

The project director certifies that a copy of the implementing agency's current annual operating budget will be submitted upon request.

**E. Certification that Applicant is Eligible to Receive Federal Funds:**

The project director certifies that neither the grant applicant nor any of its officers, directors or consultants are presently debarred, proposed for debarment, suspended, declared ineligible or voluntarily excluded from receiving federal funds. [If the director cannot make this certification, an explanation must be attached. If this certification cannot be provided, the applicant will not necessarily be denied participation in this program. The certification or explanation will be considered in connection with the determination by the Governor's Crime Commission as to whether or not to approve the application. However, if neither the certification nor an explanation is provided, the application will be rejected.]

**F. Certification Regarding Lobbying:(for agencies receiving \$100,000 or more)**

The project director certifies that (1) no federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any agreement; (2) If any non-federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant, the project director shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions

**G. Drug Free Workplace Compliance: (for state agencies only)**

The project director certifies that (1) a drug-free workplace awareness program was held on and/or will be held annually on which all grant project employees are required to attend; (2) a copy of the agenda of that program, including an attendance sheet signed by all employees, will be provided to the Governor's Crime Commission; (3) a statement will be published notifying employees that any unlawful involvement with a controlled substance is prohibited in the grantees workplace and that specific actions will be taken against employees who violate this rule; (4) all employees will receive a copy of this notice; (5) all employees must agree to abide by the statement and to notify the applicant of any criminal drug statute conviction for a violation occurring in the workplace within 5 days of the conviction; (6) within 10 days of receiving such notice, the applicant will inform the Governor's Crime Commission of an employee's conviction; (7) any employee so convicted will be disciplined or required to complete a drug abuse treatment program; and (8) the applicant will make a good faith effort to maintain a drug-free workplace, in accordance with the requirements of Sections 5153 and 5154 of the Anti-Drug Abuse Act of 1988 and Sections 8103 and 8104 of Title 41 of the United States Code.

H. Certification of Compliance with General Statute 114-10.01: (for law enforcement agencies only)

The project director certifies that the implementing agency is presently in compliance and will remain in compliance with the traffic stop reporting provisions of General Statute 114-10.01 for the duration of the funded project. An agency may be in compliance with the reporting provisions of General Statute 114-10.01 where traffic stops are reported to the Division of Criminal Information, North Carolina Department of Justice, or where the agency does not meet any of the statutory criteria requiring the reporting of stops. A listing of law enforcement agencies currently required to report traffic stop information may be found at <http://www.ncdoj.gov/AgenciesRequiredList.aspx>.

I. IRS Form 990 and IRS Form 990-EZ:

The project director certifies that the most recently-filed IRS Form 990 ("Return of Organization Exempt From Income Tax") or IRS Form 990-EZ ("Short Form Return of Organization Exempt from Income Tax") for the implementing agency has been uploaded with this project application as one or more pdf (Portable Document Format) attachments.

The project director certifies that neither an IRS Form 990 nor an IRS Form 990-EZ has been uploaded with this project application for the following reason:

The implementing agency is not a nonprofit organization.

The implementing agency is a nonprofit organization that is exempt from the requirement to file an IRS Form 990 or an IRS Form 990-EZ.

The implementing agency is a nonprofit organization that is not exempt from the requirement to file an IRS Form 990 or an IRS Form 990-EZ and that has not to-date filed an IRS Form 990 or an IRS Form 990-EZ.

The financial officer certifies that no staff are funded more than 100% salaried effort across all funding sources including, but not limited to, funding provided by the Governor's Crime Commission.



C-7

**Access Agreement  
between Bertie County/Town of Windsor  
and Tidewater Land & Timber, LLC.**

1. Bertie County and the Town of Windsor (County & Town) agree to allow Tidewater Land & Timber, LLC (Tidewater) access across Tax Parcels 6801-76-0344 & 6801-76-6175 for the purpose of timber removal on property owned by Cashie Country Club for the sum of \$1,000 made payable to Bertie County (See attached Aerial Photograph for more information).
2. Tidewater agrees to cut only the minimum trees necessary on County Property to provide a deck and pull corridor to the Cashie Country Club timber to be harvested.
3. Tidewater shall hold the County & Town harmless against the public liability which may be incurred or caused by the negligence of Tidewater, its servants, agents, employees or contractors, in any operation connected with cutting and removing of the trees. Tidewater shall have effective public liability insurance before beginning any logging or other activity on County & Town property, and shall maintain same through the effective life of this Agreement. Such insurance shall be in the amount of \$1,000,000 property damage and \$1,000,000 bodily injury. Tidewater will provide evidence of the said insurance upon County & Town's request. Tidewater and any contractors agree to maintain all applicable Workman's Compensation Insurance on all of its employees operating on the aforesaid property.
4. Tidewater agrees to return any roads, open areas or improvements on County & Town property used to a similar or better condition as found at the start of the harvesting operation upon completion of the harvesting operation.
5. This agreement dated April 4, 2022 shall be in effect for a period of 12 months unless extended by mutual agreement.

**BERTIE COUNTY**

**Tidewater Land & Timber, LLC**

By: \_\_\_\_\_  
John Trent, Chair

By: \_\_\_\_\_  
Bill Warmack, Agent

\_\_\_\_\_  
Lashonda Cartwright, Clerk to the Board

**TOWN OF WINDSOR**

By: \_\_\_\_\_  
Lewis Hoggard, Mayor

\_\_\_\_\_  
L. Allen Castelloe, Town Clerk

# ArcGIS Web Map

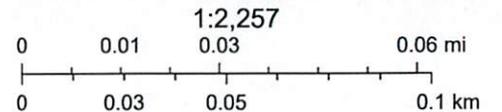


3/25/2022, 11:25:35 AM

- Centerlines
- Parcels
- County Boundary

- bertie\_nc\_parcel\_annotation
- Orthoimagery\_2020
- Green: Green
- Blue: Blue
- Red: Red

70

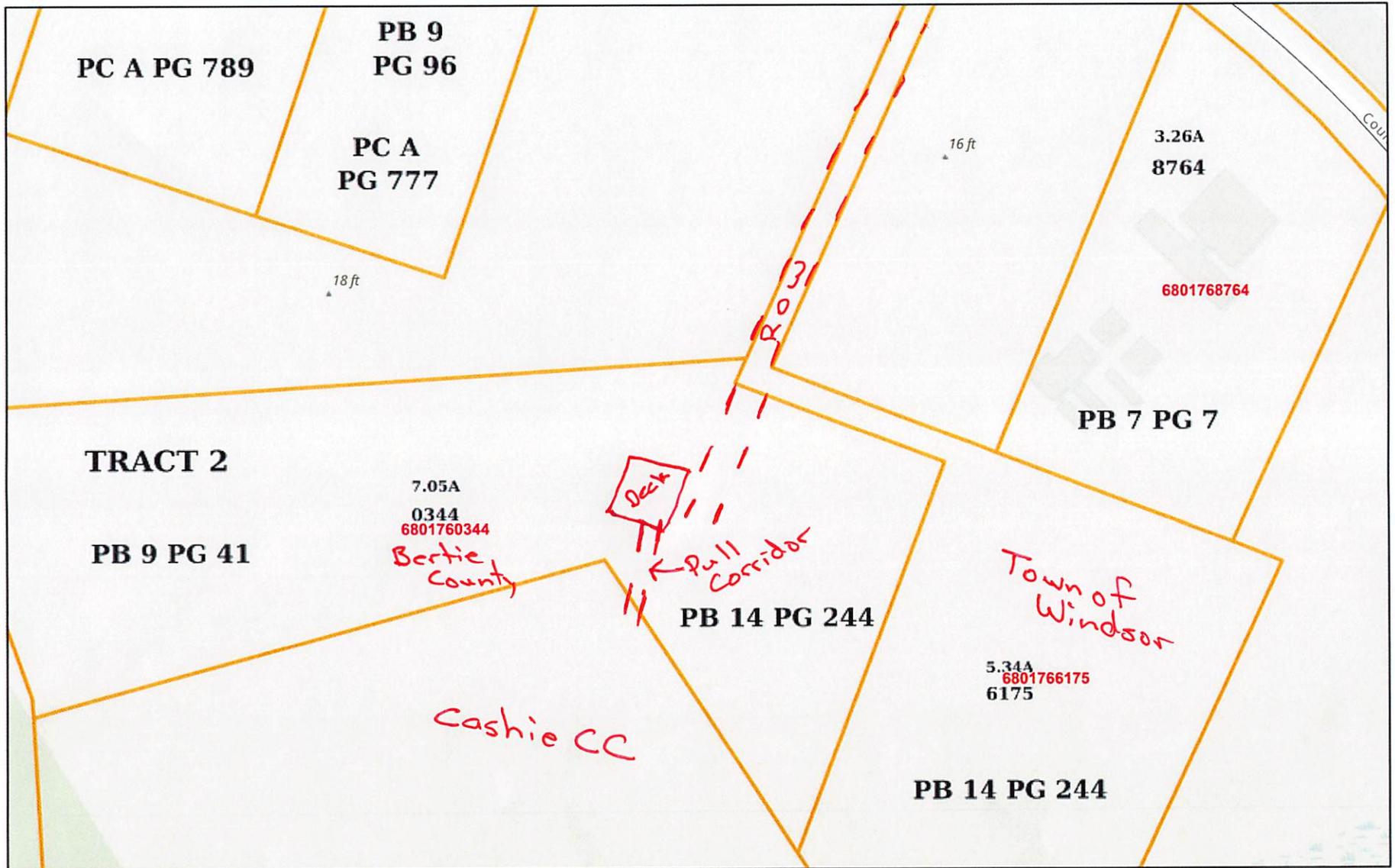


Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA,

ArcGIS Web AppBuilder

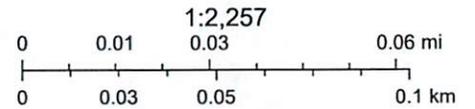
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# ArcGIS Web Map



3/25/2022, 11:23:38 AM

- Centerlines
- County Boundary
- Parcels
- bertie\_nc\_parcel\_annotation



Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA,

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# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** April 4, 2022

**SECTION:** Discussion

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

**TOPIC(S):**

1. Bertie County Regional Water System Capital Improvement Plan
2. Upcoming Meetings

**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

**Bertie County Regional Water System  
Capital Improvement Plan**

Bertie County Regional Capital Improvement Plan for Districts I, II, III, IV											
EXPENDITURES											
Project Name	Total Cost FY 2020-21	Total Cost FY 2021-22	Total Cost FY 2022-23	Total Cost FY 2023-24	Total Cost FY 2024-25	Total Cost FY 2025-26	Total Cost FY 2026-27	Total Cost FY 2027-28	Total Cost FY 2028-29	Total Cost FY 2029-30	Totals
Billing office remodeling											
Operations Warehouse expansion	\$28,000						\$45,000.00				\$73,000.00
Billing Software upgrade			\$15,000.00								\$15,000.00
Billing computers and printer replacements				\$10,500.00					\$15,000.00		\$25,500.00
Distress System Board and Staff Training		\$2,000.00									\$2,000.00
Rate Study to comply with Distress Systems Sustainability		\$35,000.00									\$35,000.00
Well & Screen Rehab	\$32,000.00		35,000.00			40,000.00			50,000.00		\$157,000.00
AIA studies and GIS mapping											
Complete District IV for the 2015 Lewiston Merger		\$105,000.00									\$105,000.00
Replace failed infrastructure for the Lewiston system merger			\$4,850,000.00								\$4,850,000.00
Update Asset Management Plan			\$30,000.00					\$19,000.00			\$49,000.00
Rehab Booster Station One			\$35,000.00								\$35,000.00
Rehab Booster Station Two					\$45,000.00						\$45,000.00
Rehab Booster Station Three							\$50,000.00				\$50,000.00
Rehab Booster Station Four									\$20,000.00		\$20,000.00
Rehab Booster Station Five											
Replace / upgrade Meter Reading Hand Held Equipment			\$18,000.00							\$20,000.00	\$38,000.00
Water Tank 1,2,3,4,5,6,7,8,9 Reconditioning	\$145,000.00	\$145,000.00	\$145,000.00	\$145,000.00	\$145,000.00	\$145,000.00	\$145,000.00	#####	#####	#####	\$1,430,000.00
Generators and transfer switches well 1 & 2		\$50,000.00									\$50,000.00
Update the 2017 Hydraulic Model					\$38,000						\$38,000.00
Windsor Master Meter Vaults			\$55,000.00								\$55,000.00
<b>AMR Meter Additions</b>											
District I		\$75,000.00					\$75,000.00				\$150,000.00
District II				\$75,000.00							\$75,000.00
Meter Replacement of District IV Lewiston Community		\$120,000.00					\$80,000.00				\$200,000.00
<b>Risk Management Project</b>											
Install Chlorine Leak sensors at all treatment sites		\$5,000.00	\$5,000.00	\$5,100.00	\$5,200.00	\$5,300.00	\$5,400.00	\$5,500.00	\$5,600.00	\$5,700.00	\$47,800.00
<b>Preliminary Engineering Study</b>				\$50,000.00						\$90,000.00	\$140,000.00
Small Water Line Extensions							\$1,750,000.00				\$1,750,000.00
<b>Standby Power Wells 8 &amp; 14</b>			\$75,000.00				\$85,000.00				\$160,000.00
<b>Backhoe Replacemnet</b>					\$85,000.00						\$85,000.00
meter reading truck replacement	\$23,000.00					\$28,000.00					\$51,000.00
<b>Totals</b>	<b>\$228,000.00</b>	<b>\$537,000.00</b>	<b>\$5,263,000.00</b>	<b>\$285,600.00</b>	<b>\$318,200.00</b>	<b>\$218,300.00</b>	<b>\$2,155,400.00</b>	<b>#####</b>	<b>#####</b>	<b>#####</b>	<b>9,731,300.00</b>

Revised July 2021 and March 2022