

# Bertie County

## Board of Commissioners



December 15, 2014

Commissioners:

Chairman Ronald "Ron" Wesson

District 1

Vice Chairman Tammy A. Lee

District III

Stewart White

District II

John Trent

District IV

Ernestine (Byrd) Bazemore

District V

**BERTIE COUNTY BOARD OF COMMISSIONERS**

**December 15, 2014**

**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.*

(A)

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

**4:00pm** Updates from County Department Heads – Roanoke Cashie River Center

***DINNER***

**7:00-7:05** Invocation and Pledge of Allegiance by Commissioner Trent

**7:05-7:15** Public Comments

**7:15-7:25** Board of Education report – Strategic Priorities for BCPS - Superintendent Elaine White (A-1)

**Board Appointments (B)**

1. There are no Board Appointments.

**Consent Agenda (C)**

1. Approve minutes for Regular Session 12-1-14 (C-1)
2. Approve minutes for Closed Session 12-1-14
3. Consider and approve 2015 Community Meeting locations (C-2)
4. Accept Register of Deeds Fees Report – November 2014 (C-3)
5. Approve Tax Department Error Ledger – November 2014 (C-4)

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

**Discussion Agenda (D)**

1. Economic Development – discuss local business opportunities and the proposed Regional Partnership (D-1)
2. Review and consider the Bertie County Child Support Services Amendment currently under review by the County Attorney (D-2)

**Commissioners' Reports (E)**

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

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

**Public Comments Continued**

**Closed Session**

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

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

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

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

**Adjourn**

## Strategic initiatives, focus, and dedication of resources

### **1) Relationships with key community partners and stakeholders**

- Board of Education
- Community Colleges (Martin and Roanoke Chowan)
- Towns of Askewville, Aulander, Colerain, Kelford, Lewiston-Woodville, Powellsville, Roxobel and Windsor
- VIDANT Bertie Hospital
- Mid-East Commission
- NC General Assembly (House and Senate representatives)
- Court System
- Bertie-Martin Regional Jail Commission
- Chamber of Commerce
- Regional service providers for libraries, public health and mental health
- NC Department of Public Safety (Bertie Correctional)

### **2) Economic Development**

- Workforce Development (Prison Industries—manufacturing & training space available in the Bertie Correctional Institution)
- Four clusters (business development platforms) of focus:
  - **Agribusiness**-- farm related enterprises.
  - **Bio-Mass and Energy**—with an initial focus on methane gas, electricity generation, wood residue and crop by-products as a fuel source.
  - **Adventure Tourism**—capitalizing on wildlife resources (hunting, fishing and bird watching), plus eco-tourism to include canoeing/kayaking, hiking trails, enhanced boating access, and harbor/marina facilities to support sailing regattas and competition.
  - **Waterfront development** to expand on the initial investment in housing, vacation properties, and “stay over” opportunities to support recreation and tourism.
- Making positive first impressions (maintenance and upkeep of facilities—Courthouse, Cooperative Extension facility improvements, and demolition of nuisance sites).
- Quality of Life (support for Albemarle Food Bank, YMCA, Arts Council, Hope Plantation, Cashie Roanoke River Center, Family Resource Center, Humane Society, Roanoke River Partners, JCPC Task Force are just a few of the examples).

### **3) Water Department system evaluation**

- Addressing multi-year water loss (unaccounted production) exceeding 40 %
- SCADA project grant to replace outdated analog telemetry system
- South Windsor Water system merger effective May 2013
- Lewiston-Woodville Water system merger—under review and pending
- Roxobel Water system merger requested and recommended
- Well performance testing—production enhancement—to serve AVOCA
- Many ongoing system improvements

#### **4) Pending matters and issues under review**

- Bertie high school project closeout
- Former Bertie high school campus re-use plan
- School Administration—Central Office building proposal
- School Bus Garage and vehicle maintenance facilities
- Community Recreation and use of school facilities in conjunction with YMCA
- RAMJACK project estimate for Courthouse foundation stabilization—final stage
- Bertie-Martin Regional Jail (BMRJ) Electronic Monitoring Program
- BMRJ Jail Health Plan—in cooperation with ECU faculty and graduate intern
- Road Name Change Policy revisions and two (2) pending requests
- Solid Waste Convenience Center proposals—due February 3, 2015
- Landfill Host Agreement and Solid Waste Franchise—pre-planning for 2018 renewal
- Mid-East census tract review of data integrity (ex. LMI gaps identified by Green eng.)
- DRC (former day reporting center) Granville Street facility management issues and monthly payment delinquencies
- Farm Lease (25 acres) renewal process
- Disposition of county-owned parcels with recent building demolition & clearing

#### **5) General Governance and preparation for FY 2014-2015 budget development**

- QSCB (qualified school construction bond) financing review of federal reimbursement, federal sequestration impacts and sinking fund requirements
- Employee health insurance
- NCSU Cooperative Extension reorganization and local impacts
- ¼ cent local option sales tax—referendum vote #3?
- Business Personal Property—tax listing verification contract with CTS, Inc.
- Courthouse preventive maintenance, renovations and security measures
- Review of Emergency Operations Plan
- Non-Emergency Transport performance against goals

2015	North Carolina		Median	Unemployment	Population less	Five year	
	Department of Commerce		Household	12 month avg.	prisoners in state	Poverty Rate	
County-Economic Distress Ranking		Tax Rate FY 14-15	Income	Oct. '13 - Sept. '14	correction facilities	2008-2012	
			2012		July 2013		
	Bertie	1	\$0.8400	\$ 30,414	9.37%	19,651	24.3%
	Scotland	2	\$1.0300	\$ 31,704	12.58%	34,702	30.6%
	Edgecombe	3	\$0.8950	\$ 32,002	11.51%	55,352	24.0%
	Robeson	4	\$0.7700	\$ 29,965	9.66%	133,020	31.9%
	Halifax	5	\$0.6800	\$ 31,253	10.12%	52,727	25.3%
	Richmond	6	\$0.8100	\$ 30,726	8.84%	45,436	24.8%
	Vance	7	\$0.7920	\$ 34,371	9.47%	45,056	28.2%
	Washington	8	\$0.7900	\$ 32,545	7.91%	12,826	26.5%
	Hertford	9	\$0.8400	\$ 31,861	7.91%	23,188	25.0%
	Anson	10	\$0.7670	\$ 32,339	7.94%	24,298	22.2%
	Columbus	11	\$0.8050	\$ 33,765	8.87%	55,672	24.5%
	Northampton	12	\$0.9200	\$ 31,217	8.36%	20,904	26.5%
	Martin	13	\$0.7200	\$ 33,159	7.77%	23,750	24.9%
	Bladen	14	\$0.7400	\$ 32,766	9.77%	35,074	24.4%
	Greene	15	\$0.7860	\$ 35,050	7.04%	19,102	22.1%

**BERTIE COUNTY SCHOOLS**

P.O. BOX 10  
 222 COUNTY FARM ROAD  
 WINDSOR, NORTH CAROLINA 27983  
 PHONE (252) 794-3173 – FAX: (252) 794-9727

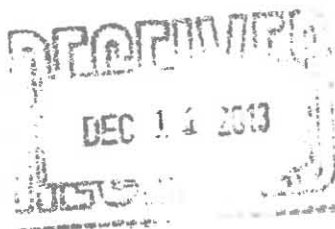


*Elaine White*  
 Superintendent

**BOARD MEMBERS**  
**EMMA JOHNSON, Chair**  
**BOBBY OCC'ENA, Vice-Chairman**  
**TARSHA B. DUDLEY**  
**RICKET M. FRIEMAN**  
**ALTON PARKER**

12/9/13

Scott Sauer  
 Bertie County Manager  
 106 Dundy Street  
 P.O. Box 487  
 Windsor, NC 27983



Dear Sir:

At the December meeting, Bertie County Board of Education declared the Central Office building located at 222 County Farm Road, as surplus property pending relocation of our central office to 715 US Highway 13 North, Windsor, NC. According to board policy (61001.1), "the Board will offer the Board of County Commissioners the first option to obtain the property at a fair market price or at price negotiated between the two Boards".

The most recent DPI insurance appraisal lists the replacement value of the property at \$915,500.00 and the actual cash value at \$697,944.00. If the Board of County Commissioners is interested in the above property, our Board is prepared to negotiate a price with you.

We look forward to hearing from you in the near future. Our best wishes for your continued successful service to our county.

Sincerely,

*Elaine M White*

Elaine White  
 Superintendent

EW/knc

c: Bertie County Schools

Bertie County Board of Education  
222 County Farm Road  
Windsor, NC 27983

Property Size – 3.26 Acres  
Main Building – Built in 1975  
5,675 sq. ft

Addition – Built in 1998 by the Bertie High School Carpentry Class and  
Moved to location  
- 3,480 sq. ft.

Utilities – Water, sewage and electric  
Department of Public Utilities of Windsor

Heat and cooling – Heat pumps  
The heat pumps has an average age of 15 years

Parking Lot – Asphalt

Main Building – Metal building with brick front, duro last roofing

Addition – Wood frame with vinyl siding, shingle roof

**Improvement in Last 3 Years**

Security System - \$1,942.80 (Year, 2012)  
Carpet – Board Room and Back Hall - \$8,438.00 (Year, 2012)  
Roof-Main Building - \$27,830.00 (Year, 2012)  
Painting of entire building - \$630.00 (Year, 2012)  
Landscaping - \$7,804.00 (Year, 2013)  
Fire Alarm - \$12, 486.00 (Year, 2012)

**Make-up of Building**

26 offices – sizes vary  
3 Bathrooms  
5 Storage Areas  
1 Board Room  
Small Kitchen  
Lobby Area



Elaine White,  
Superintendent

Phone: 252-794-6000  
Fax: 252-794-6071  
E-mail: [www.bertie.k12.nc.us/](http://www.bertie.k12.nc.us/).com

Primary Business Address  
222 County Farm Road  
Windsor, NC 27983

## Bertie County Board of Education



## Bertie County Schools Administration Building



# Office Space Available

222 County Farm Road | Windsor | NC | 27983

- Property Size 3.26 Acres
- Main Building Built in 1975 5,675 sq. ft.
- Addition—Built in 1998 by BHS Carpentry Class and Moved to Location -3, 480 sq. ft.
- HVAC average age 15 years
- Flexible Floorplan
- Asphalt Parking Lot
- Beautiful Landscaping
- Large meeting room

Move your office or retail business right in!! Super clean office building with all of the amenities totaling over 9000 Square Feet. Includes reception area, open office area, 5 storage areas, 26 offices, a kitchen and 3 restrooms. Parking on side and in the rear.

### Improvements Made in Last 3 years:

- Security System—\$1,942.80 (2012)
- Carpet—Board Room and Back Hall—\$8438.00 (2012)
- Roof—Main Building—\$27,830.00 (2012)
- Painting of Entire Building—\$630.00 (2012)
- Landscaping- \$7,804.00 (2013)
- Fire Alarm- \$12,486.00 (2012)



**Windsor, North Carolina  
December 1, 2014  
Regular Meeting**

The Bertie County Board of Commissioners met for their regularly scheduled meeting at 10:00am in the Commissioners Room located at 106 Dundee Street Windsor, NC. The following members were present or absent:

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

Absent: None

Staff Present: County Manager Scott Sauer  
Clerk to the Board Sarah S. Tinkham  
County Attorney Lloyd Smith  
Information Systems Administrator Scott Pearce  
Network Administrator Joe Wilkes  
Finance Director William Roberson  
Emergency Services Director Mitch Cooper  
EMS Division Chief Matt Leicester  
NET Coordinator Kim Campbell  
Compliance Officer Crystal Freeman  
Department of Social Services Director Linda Speller  
Cooperative Extension Director Richard Rhodes  
Economic Development Director Steve Biggs

Sheriff's Office Staff Present: Sheriff John Holley  
Administrative Assistant to the Sheriff Audrey Jernigan  
Deputy Earl Anthony  
Deputy Travis Askew  
Deputy Charles Atkins  
Deputy Roger Blount  
Deputy Jerry Bond  
Deputy Gail Bond  
Deputy Everett Gamble  
Deputy Charles Harmon  
Deputy Alvin Hendrix  
Deputy Shon Hines  
Deputy Carl Hoggard  
Deputy Doug Jernigan

Deputy Kevin Johnson  
Deputy Vernon Lee  
Deputy Ed Lipscomb  
Deputy Dennis Little  
Deputy Dwayne Outlaw  
Deputy Beverly Peele  
Deputy Kenny Perry  
Deputy Martin Phelps  
Deputy Ed Pittman  
Deputy Bonnie Powell  
Deputy Sheldon Rhines  
Deputy Matt Roebuck  
Deputy Brandon Turner  
Deputy Naomi Wiggins  
Deputy Harris Williams  
Animal Control Officer William (Skip) Dunlow  
Animal Control Officer Carl White

Administrative Staff Angela Bond  
Administrative Staff Kevona Holley Bond  
Telecommunications Staff Supervisor JW Stalls  
Telecommunications Staff Nicole Fennell  
Telecommunications Staff Frances McKeel  
Telecommunications Staff Nedra Williams  
Telecommunications Staff Travis Jackson  
Telecommunications Staff Wenonador Pugh  
Telecommunications Staff Alisia Wilkins

Gene Motley of the Roanoke-Chowan News Herald, and Thadd White of the Bertie Ledger-Advance were present from the media.

Former Clerk of Superior Court, John Tyler, was present to participate in today's ceremonies. Mr. Tyler welcomed all those present, and introduced the public to all Commissioners, and County Administrative Staff.

Mr. Tyler then introduced Senior Resident Superior Court Judge, the Honorable Cy A. Grant, to administer the Oaths of Office.

## **OATHS OF OFFICE**

John Holley, newly re-elected Bertie County Sheriff, was called forth to receive his Oath.

## **INVOCATION**

Former Clerk of Superior Court, John Tyler, apologized for his error in regards to today's agenda, and requested that all those present participate in an Invocation before returning to the administration of the oaths.

Pastor R.O. "Buddy" Denton gave the Invocation.

## **OATHS OF OFFICE**

At this time, Judge Grant administered oaths to all Sheriff's Office Deputies.

Additionally, newly elected Clerk of Superior Court, Vasti F. James was officially sworn into her post.

Lastly, newly elected Commissioners Ernestine (Byrd) Bazemore, Tammy A. Lee, and Stewart White were also sworn into their offices.

Former Clerk of Superior Court, John Tyler, asked if any Commissioners had any remarks that they would like to make at this time.

Commissioner White stated that he was never at a loss for words, and that he wanted to thank God for all His blessings. Mr. White assured the public that he appreciated their support and prayers throughout the election process.

Commissioner Lee echoed a similar sentiment, and requested that all citizens continue to pray for the County and the Board.

Commissioner Bazemore thanked all of her supporters and stated that she hoped to live up to all of their expectations as a Commissioner.

## ***RECEPTION***

**CALL TO ORDER BY COUNTY MANAGER SCOTT SAUER**

County Manager Sauer called the meeting back to order.

**INVOCATION AND PLEDGE OF ALLEGIANCE BY COMMISSIONER RONALD  
“RON” WESSON**

Commissioner Wesson introduced Reverend Gary Cordon of the Victory Temple Church of God in Christ to perform the Invocation.

Commissioner Wesson led the Pledge of Allegiance.

**ELECTION OF CHAIRMAN**

County Manager Sauer stated that according to North Carolina General Statute § 153A-39, “on the first Monday in December of each even-numbered year the Board of Commissioners shall choose one of its members as Chairman for the ensuing year... the Board shall also at that time choose a Vice-Chairman to act in the absence or disability of the chairman.”

County Manager Sauer opened the floor to nominations for Chairman.

Commissioner Bazemore introduced a **MOTION** to nominate Commissioner Ronald “Ron” Wesson as Chairman. Commissioner Wesson **SECONDED** the motion. As there were no other nominations given, the floor was closed to nominations, and the Board voted. The **MOTION PASSED** unanimously in support of Commissioner Wesson as Chairman.

**ELECTION OF VICE CHAIRMAN**

Chairman Ronald “Ron” Wesson made a **MOTION** to nominate Commissioner Tammy A. Lee as Vice Chairman. Commissioner Trent **SECONDED** the motion. As there were no other nominations given, the floor was closed to nominations, and the Board voted. The **MOTION PASSED** unanimously in support of Commissioner Lee as Vice Chairman.

**COMMENTS FROM THE COMMISSIONERS**

Commissioner Trent thanked the newly elected Commissioners for putting themselves out there as candidates, and that he was excited to move forward with the Board. He also thanked all citizens present for their participation in the recent General Election.

Chairman Wesson welcomed the new Commissioners, and stated that he was blessed to be serving on the Board, and that he would do his absolute best to serve all citizens as fairly as possible.

Vice Chairman Lee stated that she was overwhelmed, but thrilled to now be an official member of the Board, and that she did not want to begin trying to thank all of the individuals responsible

for getting her to this point. She thanked everyone for their support, and stated that in regards to each individual citizen, she wanted to remain “their Commissioner.”

Commissioner White stated that a “house divided cannot stand,” and that unity was a very important principle in regards to tackling “uphill issues.” He stated that he hoped his experience with the Town of Ahoskie would serve him well in County government.

Commissioner Bazemore thanked everyone again for their support, and that the Board would need their continued supports and prayers. She stated that she hoped for Bertie to become a more “progressive County,” and that she would dedicate herself to being “the voice for the voiceless.”

### **PUBLIC COMMENTS**

At this time, Chairman Wesson opened the floor to Public Comments.

Norman Cherry of Lewiston-Woodville inquired about the status of the trash and recycling convenience sites contract.

Chairman Wesson stated that no decision had been made yet regarding the convenience sites, but that the deadline was extended for proposals to February 3, 2015. Mr. Wesson also assured all of those present that curbside was no longer being considered by the Board, and that the County was simply looking to receive the best possible contract based on cost.

Additionally, Mr. Norman Cherry asked if the convenience sites would face any type of service disruption in the event of the County awarding the contract to a different vendor.

Chairman Wesson assured all of those present that service would not be disrupted, and that any new vendors would be given the notice needed to have all equipment and materials in place by the end of the current contract date in June 2015.

Dr. Michael Elam, President of Roanoke-Chowan Community College (RCCC), was present to introduce himself to the new members of the Board. He stated that it would always be his goal to assist in building a “better Bertie,” and that he wanted to continue to be an advocate for the County.

Commissioner Lee stated her appreciation for Dr. Elam and for RCCC, and for what they do each day for Bertie County.

In addition, Norman Cherry, also current Interim Director of the Bertie Campus of Martin Community College (MCC) stated that MCC was also available to Bertie County citizens, but that their goal was not to compete with RCCC. He stated that MCC’s goal was to serve in conjunction with the efforts of RCCC to provide quality higher education to the community.

Mr. Tim Bazemore, Sr. spoke in regards to the proposed Manufactured Home Park Ordinance. Mr. Bazemore stated that he did not believe this current ordinance was suitable for approval, and that he felt citizens should be permitted to provide their input.

Chairman Wesson stated that at a previous meeting, the Board decided to send the proposed ordinance back to the Planning Board for additional evaluation. Mr. Wesson continued by saying that the Board recommended that the Planning Board solicit input from the public, and he encouraged Mr. Bazemore to attend an upcoming Planning Board meeting to provide his suggestions.

James Pugh of Lewiston-Woodville approached the Board with his concerns for the under privileged population of the County, and that he felt that the Board should give everyone the opportunity to “be somebody.”

Mayor Dayle Vaughan of Lewiston-Woodville congratulated the new Commissioners, and welcomed them.

Lewiston-Woodville Town Council member, Chris B. Cordon, urged the Board to always “consider West Bertie,” and that although great change has been happening, there was more room for improvement. She also stated that she knew the Board would do a wonderful job.

Ms. Jo Davis Johnson, a newly elected member of the Board of Education expressed her desire for the two Boards to work closely together.

Pastor Gary L. Cordon, Sr. approached the Board again to offer his condolences to John Trent for the passing of his father in law.

There were no other Public Comments.

**PUBLIC HEARING – 2011 HU & 2011 SSH CLOSEOUT – MCDAVID & ASSOCIATES,  
MIKE BARNETTE**

Mike Barnette of McDavid & Associates provided the new Board members with a brief summary of the two programs.

The floor was opened to Public Comments, but none were received, and the Public Hearing was closed.

**BOARD APPOINTMENTS**

**Mid-East Commission**

After some discussion, Chairman Wesson recommended that Lewis C. Hoggard, III. be considered for re-appointment to the Mid-East Commission.

Commissioner Trent made a **MOTION** as recommended by Chairman Wesson. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

**CONSENT AGENDA**

**Approve minutes for Regular Session 11-24-14**

Vice Chairman Lee made a **MOTION** to approve the minutes for Regular Session 11-24-14. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

**Approve minutes for Closed Session 11-24-14**

County Attorney Smith recommended that the Closed Session minutes for 11-24-14 be deferred until Closed Session.

**Approve bonds held for Bertie County officials**

County Manager Sauer recommended this item for approval.

After some discussion, Commissioner Trent made a **MOTION** to approve the bonds held for Bertie County officials. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

The bonds approved are as follows:

<b>PUBLIC OFFICIAL</b>	<b>BOND AMOUNT</b>	<b>BOND COMPANY</b>
John Holley, Sheriff	\$25,000.00	Cooper Insurance Agency
Tax Administrator (Position Bond)	\$50,000.00	CNA Surety
Finance Director (Position Bond)	\$50,000.00	CNA Surety
Annie Wilson, Register of Deeds	\$50,000.00	CNA Surety

**COUNTY MANAGER’S REPORTS**

County Manager Sauer covered various housekeeping matters with the Board in regards to upcoming calendar events, vacant Commissioner seats on Boards and Committees, as well as information on the upcoming trainings and seminars for both new and veteran Commissioners.

In addition, County Manger Sauer recommended that the Board consider holding a meeting with all of the County’s Department Heads. It was the consensus of the Board to meet at 4:00pm on December 15<sup>th</sup> with Department Heads prior to the regular meeting at 7:00pm.

The Board requested that each Department Head present a PowerPoint presentation detailing the current needs and happenings in each of their departments.

### **COMMISSIONER'S REPORTS**

The Commissioners had no further remarks at this time.

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

The County Manager gave no remarks at this time.

### **COUNTY ATTORNEY'S REPORT**

County Attorney Lloyd Smith stated that it was an honor to serve Bertie County as the County Attorney, and that he would continue to serve at the pleasure of the Board.

Chairman Wesson stated that having Mr. Smith's insight is very important as he has worked for the County for a number of years.

### **PUBLIC COMMENTS**

Town of Lewiston-Woodville Councilman, Chris B. Cordon, came before the Board once more to thank the County for the addition of the solar farm in the Lewiston area.

Tim Bazemore, Sr. also came before the Board once more regarding more local citizens finding work on construction jobs in the County.

Monica Lassiter of Lewiston-Woodville congratulated the Board, and stated that she would be praying for them.

There were no other Public Comments.

### **CLOSED SESSION**

By request of County Manager Sauer, Commissioner White made a **MOTION** to go into Closed Session pursuant to N.C.G.S. § 143-318.11(a)(3) to consult with the County Attorney in order to preserve the attorney-client privilege that exists between the attorney and this public body, , and N.C.G.S. § 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of employment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board shifts into Closed Session.



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

**OPEN SESSION**

Vice Chairman Lee made a **MOTION** to approve, but keep Closed Session minutes from 11-24-14 sealed until further notice. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

There was no further discussion.

**ADJOURN**

Chairman Wesson adjourned the meeting at approximately 12:45pm.

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Ronald D. Wesson, Chairman

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Sarah S. Tinkham, Clerk to the Board

<b>2015 MEETING SCHEDULE - BERTIE COUNTY BOARD OF COMMISSIONERS</b>			
<b>Meeting Date</b>	<b>Time</b>	<b>Meeting Area</b>	<b>Meeting Location</b>
1/5/15	10:00AM	Commissioners Room	106 Dundee Street, Windsor, NC
1/20/15	7:00 PM	Aulander	Aulander Community Building, 116 S. Commerce Street, Aulander, NC
2/2/15	10:00 AM	Commissioners Room	106 Dundee Street, Windsor, NC
2/16/15	7:00 PM	Powellsville	Powellsville Town Hall, 106 E. Main Street, Powellsville, NC
3/2/15	10:00 AM	Commissioners Room	106 Dundee Street, Windsor, NC
3/16/15	7:00PM	Askeville	Askeville Town Hall, 105 S. Railroad Street, Askeville, NC
4/6/15	10:00AM	Commissioners Room	106 Dundee Street, Windsor, NC
4/20/15	7:00 PM	Kelford	Kelford Community Building, 107 Broadway Street, Kelford, NC
5/4/15	10:00 AM	Commissioners Room	106 Dundee Street, Windsor, NC
5/18/15	7:00 PM	Colerain	Colerain Volunteer Fire Department Training Room, 106 N. Main Street, Colerain, NC
6/1/15	10:00 AM	Commissioners Room	106 Dundee Street, Windsor, NC
6/15/15	7:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
7/6/15	10:00 AM	Commissioners Room	106 Dundee Street, Windsor, NC
7/20/15	7:00 PM	Indian Woods	Blue Jay Fire Department, 1351 Indian Woods Road, Windsor, NC
8/3/15	10:00 AM	Commissioners Room	106 Dundee Street, Windsor, NC
8/17/15	7:00 PM	Midway	Midway Community Building, 112 NC 45 N, Merry Hill
9/8/15	10:00 AM	Commissioners Room	106 Dundee Street, Windsor, NC
9/21/15	7:00 PM	Roxobel	Roxobel Community Building, 211 E. Church Street
10/5/15	10:00 AM	Commissioners Room	106 Dundee Street, Windsor, NC
10/19/15	7:00 PM	Lewiston-Woodville	Perdue Farms, Lewiston-Woodville, 3539 Governors Road Lewiston-Woodville, 27849
11/2/15	10:00 AM	Commissioners Room	106 Dundee Street, Windsor, NC
11/16/15	7:00 PM	TBA	106 Dundee Street, Windsor, NC
12/7/15	10:00 AM	Commissioners Room	106 Dundee Street, Windsor, NC
12/21/15	7:00 PM	TBA	106 Dundee Street, Windsor, NC



# Bertie County Register of Deeds

Annie F. Wilson  
Register of Deeds

P.O. Box 340  
Windsor, NC 27983  
252-794-5309  
www.bertie-live.inttek.net

NORTH CAROLINA  
BERTIE COUNTY

TO: THE BOARD OF COUNTY COMMISSIONERS:

Agreeable to and in compliance with Chapter 590 of the Public Local Laws of North Carolina, Sessions 1913, I beg leave to submit the following statement of all fees, commissions, etc. of any kind collected by me as Register of Deeds for the month of NOVEMBER 2014 and for an itemized statement thereof, I respectfully refer you to the following books in my office.

### AMOUNT SUBJECT TO GS 161-50.2

10-0030-4344-01	REAL ESTATE REGISTRATION-----	\$3,518.60
10-0030-4344-03	VITAL STATISTICS-----	\$1,040.00
10-0050-4839-02	MISCELLANEOUS(NOTARY OATHS/PHOTO COPIES, ETC)-----	\$271.05
10-0030-4344-04	NO. MARRIAGE LICENSE----- <u>3</u> @\$60.00-----	\$180.00
		<u>\$5,009.65</u>
10-0018-4240-01	N. C. STATE EXCISE STAMP TAX-----	\$3,041.00
10-0030-4344-10	STATE TREASURER FEE----- <u>112</u> @\$6.20-----	\$694.40
		<u>\$8,745.05</u>
10-0000-1251-00	A/R IN/OUT(REFUND)-----	\$51.00
		<u>\$8,796.05</u>

*Annie F. Wilson*  
REGISTER OF DEEDS - BERTIE COUNTY .  
*By: Shakecia R. Williams, Asst.*

### FOR INFORMATIONAL PURPOSES

D/T /MORTGAGES-----	<u>26</u> @\$6.20=	\$161.20
ADDITIONAL PAGES-----	<u>13</u> @\$0.40=	\$5.20
DEEDS & OTHER INSTRUMENTS-----	<u>97</u> @\$1.94=	\$188.18



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

December 01, 2014

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

The errors and releases herein are for the month of **November** and this request for your approval is made pursuant to "Resolution of the Board of Commissioners" dated August 5, 1985. This may also serve as your report to the Board of Commissioners required by the same "Resolution."

Respectfully Submitted,

  
Tax Administrator

Approved on \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_





Group Number RLS\*14\*334

Abatement

Effective Date 11/13/14

Seq Nbr	Deb	Account Number	Taxbill Number	Tax Code	Transaction Amount	Levy Amount	Penalty Amount	Addl Chgs	Interest Amount	Discont Amount	Trn Cds	Check Number	Trans-Rev Descriptn
1	11/10/14	22840	14A22843.87	602	128.36-	128.36-	0.00		0.00				
***			A T & T COMMUNICATIONS		128.36-	128.36-	0.00	0.00	0.00	0.00	R	PG22	
2	11/13/14	31325	13A31325.80	G01 G02	4.98- 0.86-	4.98- 0.86-	0.00 0.00		0.00 0.00				
***			INTELLIFIBER NETWORKS INC		5.84-	5.84-	0.00	0.00	0.00	0.00	R	PG6	
Tax Code Totals													
G02*13- WINDSOR					0.86-	0.86-	0.00	0.00	0.00	0.00			
G01*13- BRT TAX					4.98-	4.98-	0.00	0.00	0.00	0.00			
G02*14- GGRP EXC					128.36-	128.36-	0.00	0.00	0.00	0.00			
Total for Group RLS*14*334					134.20-	134.20-	0.00	0.00	0.00	0.00			
***** Totals By Tax Cycle *****													
Cycle					Current	Delinquent							
					4	0.00	134.20-						



## BERTIE COUNTY

106 DUNDEE STREET  
 POST OFFICE BOX 530  
 WINDSOR, NORTH CAROLINA  
 27983  
 (252) 794-5300  
 FAX: (252) 794-5327  
 WWW.CO.BERTIE.NC.US

## BOARD OF COMMISSIONERS

RONALD "RON" WESSON, Chairman  
 TAMMY A. LEE, Vice-Chairman  
 JOHN TRENT  
 ERNESTINE (BYRD) BAZEMORE  
 STEWART WHITE

### **BERTIE COUNTY ECONOMIC DEVELOPMENT – REGIONAL PARTNERSHIP WITH NORTHEAST COMMISSION**

WHEREAS, G.S. 158-8.2 established the Northeastern North Carolina Regional Economic Development Commission, subsequently, North Carolina's Northeast Commission, to implement an economic development program, with the assistance of an economic advisory board, on behalf of sixteen northeastern North Carolina counties, including, Bertie County; and

WHEREAS, the North Carolina General Assembly has appropriated state funds annually to North Carolina's Northeast Commission, including the 2012-2013 Legislative Session, to implement an economic development program on behalf of the sixteen counties, including Bertie County; and

WHEREAS, Session Law 2013-360 repealed legislation creating North Carolina's Northeast Commission;

WHEREAS, North Carolina's Northeast Commission transferred state funds to a non-profit organization, North Carolina's Northeast Alliance, which the organization's leadership describes as "assuming the Commission's former duties," and

WHEREAS, local economic development professionals have attended meetings with North Carolina's Northeast Alliance staff and board in an attempt to provide input in future marketing and economic development activities, which are especially critical in North Carolina's changing economic development landscape; and

WHEREAS, the governing board of North Carolina's Northeast Alliance has entered into a letter of intent with the NC East Alliance through which the sixteen Northeastern counties would become "members" of NC East Alliance and the membership fee for each county would be paid for a five-year period with a portion of the State funds now held by North Carolina's Northeast Alliance and any remaining state funds would be controlled by North Carolina's Northeast Alliance; and

WHEREAS, the Bertie County Board of Commissioners feels strongly that county and economic development officials have not been provided an opportunity to provide input in decisions for the use of state funds allocated on its behalf to support regional economic development; and

WHEREAS, the Bertie County Board of Commissioners believe that there are strategic marketing and development opportunities in northeastern North Carolina and North Carolina's Northeast Alliance has not adequately vetted effective economic development strategies that would benefit the entire sixteen county region; and



WHEREAS, the Bertie County Board of Commissioners is uncertain that a forced membership in the NC East Alliance will be beneficial to Bertie County's economic development efforts or advance economic development for the sixteen county region; and

NOW, THEREFORE, BE IT RESOLVED, that:

1. The Bertie County Board of Commissioners requests the Board of Directors of North Carolina's Northeast Alliance to suspend efforts to force membership in the NC East Alliance on behalf of the sixteen northeastern North Carolina counties;
2. The Bertie County Board of Commissioners requests the Board of Directors of North Carolina's Northeast Alliance to fully vet regional and sub-regional marketing and economic development strategies that can result in job creation and investment for the sixteen county region; and
3. The Bertie County Board of Commissioners seeks the assistance of others in pursuing the return of Bertie County's per capita share of state funds originally allocated to North Carolina's Northeast Commission, and subsequently transferred to North Carolina's Northeast Alliance, to establish sound economic development strategies and pursue potential strategic alliances with other counties in northeast North Carolina.

Adopted this 15th day of December, 2014.

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Ronald D. Wesson, Chairman  
Bertie County Board of Commissioners

ATTEST:

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Sarah S Tinkham, Clerk to the Board

**SECOND AMENDED CONTRACT FOR  
CHILD SUPPORT ENFORCEMENT SERVICES**

This Amendment is made and entered into this **15th day of December, 2014**, by and between YoungWilliams, P.C., a foreign corporation which is authorized to do business in the State of North Carolina, hereinafter referred to as “Contractor”, and Bertie County, North Carolina, hereinafter referred to as “the County”. This Amendment hereby modifies, as indicated, the Agreement between the parties dated June 2, 2014 and amended on August 18, 2014, hereinafter referred to as the “Contract”.

**WITNESSETH:**

WHEREAS the County and the Contractor have agreed to include the additional language as part of the Contract:

**IRS Compliance**

In accordance with IRS Publication 1075, section 4.7.1, the agency must maintain ownership and control over the security policies and system configuration (including cryptographic keys), for all hardware, software, and telecommunications equipment on which FTI resides or transverses, used by contractors. To meet this requirement, for the duration of contracts in which the use of FTI is involved, all contracting companies must allow counties full control of system security configurations on all workstations used by contractors in fulfillment of their obligations. Counties must ensure satisfactory security configurations in accordance with IRS Pub 1075, the North Carolina Statewide Information Security Manual, and Department of Health and Human Services’ Security Policies and Standards.

This amendment is made pursuant to the authority conferred upon the County pursuant to N.C. General Statute Section 110-141 and N.C. General Statute 153a-259.

ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT REMAIN IN FULL FORCE AND EFFECT.

THIS AMENDMENT, consisting of five pages and no attachment(s), is executed by the persons signing below who warrant that they have the authority to execute this Amendment under the original Contract.

IN WITNESS WHEREOF, the Contractor and County have executed this Amendment effective the 15<sup>th</sup> day of **December, 2014**.

Bertie County, North Carolina

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By: Ronald D. Wesson, Chairman  
Bertie County Board of Commissioners

Young Williams, P.C. d/b/a Child Support Services

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By: Robert L. Wells, President  
YoungWilliams, P.C.

# **Safeguarding Contract Language Exhibit 7**

Publication 1075 (October 2014)

## **CONTRACT LANGUAGE FOR GENERAL SERVICES**

### **I. PERFORMANCE**

In performance of this contract, the Contractor agrees to comply with and assume responsibility for compliance by his or her employees with the following requirements:

- (1) All work will be performed under the supervision of the contractor or the Contractor's responsible employees.
- (2) Any Federal tax returns or return information (hereafter referred to as returns or return information) made available shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Inspection by or disclosure to anyone other than an officer or employee of the contractor is prohibited.
- (3) All returns and return information will be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output and products will be given the same level of protection as required for the source material.
- (4) No work involving returns and return information furnished under this contract will be subcontracted without prior written approval of the IRS.
- (5) The contractor will maintain a list of employees authorized access. Such list will be provided to the agency and, upon request, to the IRS reviewing office.
- (6) The agency will have the right to void the contract if the contractor fails to provide the safeguards described above.
- (7) (Include any additional safeguards that may be appropriate.)

### **II. CRIMINAL/CIVIL SANCTIONS**

(1) Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that returns or return information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as five years, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized future disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount not less than \$1,000 with respect to each instance of

unauthorized disclosure. These penalties are prescribed by IRCs 7213 and 7431 and set forth at 26 CFR 301.6103(n)-1.

(2) Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Inspection by or disclosure to anyone without an official need-to-know constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000.00 or imprisonment for as long as 1 year, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized inspection or disclosure of returns or return information may also result in an award of civil damages against the officer or employee [United States for Federal employees] in an amount equal to the sum of the greater of \$1,000.00 for each act of unauthorized inspection or disclosure with respect to which such defendant is found liable or the sum of the actual damages sustained by the plaintiff as a result of such unauthorized inspection or disclosure plus in the case of a willful inspection or disclosure which is the result of gross negligence, punitive damages, plus the costs of the action. The penalties are prescribed by IRCs 7213A and 7431.

(3) Additionally, it is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(i)(1), which is made applicable to contractors by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a contractor, who by virtue of his/her employment or official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

(4) Granting a contractor access to FTI must be preceded by certifying that each Individual understands the agency's security policy and procedures for safeguarding IRS information. Contractors must maintain their authorization to access FTI through annual recertification. The initial certification and recertification must be documented and placed in the agency's files for review. As part of the certification and at least annually afterwards, contractors must be advised of the provisions of IRCs 7431, 7213, and 7213A (see Exhibit 4, *Sanctions for Unauthorized Disclosure*, and Exhibit 5, *Civil Damages for Unauthorized Disclosure*). The training provided before the initial certification and annually thereafter must also cover the incident response policy and procedure for reporting unauthorized disclosures and data breaches. (See Section ) For both the initial certification and the annual certification, the contractor must sign, either with ink or electronic signature, a confidentiality statement certifying their understanding of the security requirements.

### **III. INSPECTION**

The IRS and the Agency shall have the right to send its officers and employees into the offices and plants of the contractor for inspection of the facilities and operations provided for the performance of any work under this contract. On the basis of such inspection, specific measures may be required in cases where the contractor is found to be noncompliant with contract safeguards.