

Bertie County Board of Commissioners



July 7, 2014

BERTIE COUNTY BOARD OF COMMISSIONERS

July 7, 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 *****

10:00-10:05 Invocation and Pledge of Allegiance by Chairman Perry

10:05-10:25 Public Comments

10:25-10:35 Solid Water Conservation District – Vic Thompson – to review and approve debris removal grant agreement (A-1)

10:35-10:50 Bertie High School – Project Reconciliation – Ann Williams – Hite Architects (A-2)

10:50-11:05 Heritage Collegiate Leadership Academy – Kashi B. Hall – update re: Charter School

Board Appointments (B)

1. FYI/Reminder – Planning Board recommendations – 2 vacancies (B-1)

Consent Agenda (C)

1. Approve minutes for Regular Session (C-1):
 - a. 6-2-14
 - b. 6-9-14
 - c. 6-10-14
 - d. 6-11-14
 - e. 6-12-14
 - f. 6-16-14
 - g. 6-18-14
 - h. 6-26-14
2. Accept Register of Deeds Fees Report – June 2014 (C-2)
3. Budget Amendment #14-07 (C-3)
4. Approve the FY2014-2015 Personnel Assignment of Job Classifications and Grades (C-4)
5. FYI – CDBG Monthly Performance Status Reports (C-5)

6. FYI – Tax Department Collections as of May 2014 (C-6)

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

Discussion Agenda (D)

1. Tax Settlement Reports for 2013 and 2014 (D-1)
2. Charge of the Tax Administrator for the collection of the 2014-2015 Tax Levy (D-2)
3. Introduction of Non-Emergency Transport Coordinator
4. Non-Emergency Transport Status Update
5. Overview of Emergency Operations Plan (Hurricane Season)
6. Confirm Community Meeting location for 7-21-14
7. Water Department Update (D-3)
 - a. Deliver evaluation report
 - b. Review initial capital outlay acquisition

8. Set date for extended Water Department Work Session

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)(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.

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 approving 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.

Adjourn



Steve Troxler
Commissioner

North Carolina Department of Agriculture
and Consumer Services

N. David Smith
Chief Deputy Commissioner

June 19, 2014

Vic Thompson or Scott Sauer
Bertie County
PO Box 566
Windsor, NC 27983

CONTRACT NUMBER: G40100005613SWC
AMENDMENT NUMBER: 01-2014

Dear Mr. Thompson and Mr. Sauer:

On behalf of Commissioner Steve Troxler and the North Carolina Department of Agriculture and Consumer Services – Division of Soil & Water Conservation, it is with great pleasure that I offer to amend your existing agreement for the Bertie County Stream Debris Removal. The amendment is necessary to modify the scope of work and to add funds allocated to Bertie County in response to your request for additional funds for Phase II of the Stream Debris Removal Project initiated in 2012.

Two original Amendment packets must be printed, completed and returned to the NCDA&CS, making sure that the Amendments and forms have been signed and dated. Some documents are required to be witnessed; please make certain that documents are witnessed, as applicable, before they are returned to the address provided on page 4 of your original Contract cover document.

All Authorized Representative Signatures **MUST** be in **BLUE INK**. Use the *Contract Amendment Check Off List* to ensure all attachments are included and are in the correct order for each Contract Packet.

Upon final execution by the Department, one original Amendment will be returned to you for your records. If you have any questions about your Amendment or any of the forms contained in your offer packet, please call David Williams at (919) 715-6103, or feel free to send an email to David.B.Williams@ncagr.gov.

I would like to take this opportunity to thank you for providing assistance to North Carolina's citizens and for protecting its natural resources.

Sincerely,

N. David Smith
Chief Deputy Commissioner

Enclosure
cc: Kathryn L. Caler, M.L.S., Grants Administrator



NORTH CAROLINA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
Steven W. Troxler, Commissioner

NCDA&CS Division of Soil and Water Conservation/Stream Debris Removal Project Agreement

CONTRACT AMENDMENT "CHECK OFF LIST" for Grantee (Governmental)

This Form **MUST** be returned with your completed contract amendment package

INSTRUCTIONS: CHECK THE "YES" BOXES IN LEFT COLUMN FOR THE DOCUMENT TITLES THAT ARE BEING RETURNED WITH THE TWO SIGNED, DATED and WITNESSED COPIES OF THE CONTRACT AMENDMENT WITH SIGNATURES IN BLUE INK. BE SURE TO INCLUDE ALL THE OTHER DOCUMENTS SPECIFIED IN YOUR CONTRACT AMENDMENT PACKAGE. IF "X NO" HAS BEEN CHECKED OFF FOR YOU, THAT DOCUMENT IS NOT REQUIRED FOR THIS GRANT PROGRAM OR PROJECT.

GRANTEE ORGANIZATION NAME: Bertie County

PROJECT TITLE/NAME: Bertie County Stream Debris Removal

CONTRACT #: G40100005613SWC AMENDMENT #: 01-2014

TRACKING #: 13-E-041-SWC-SDR

GOVERNMENTAL ENTITIES ONLY Check one Box	DOCUMENT TITLE <i>ALL SIGNATURES MUST BE IN BLUE INK</i>	DEPARTMENTAL USE - DOCUMENTS ATTACHED OR ON FILE	GRANTS & CONTRACTS USE - DOCUMENTS ATTACHED OR ON FILE
<input type="checkbox"/> Yes <input type="checkbox"/> No	Contract Amendment "Check Off List" for Grantee	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	Contract Amendment Cover	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	Attachment B-2: Revised Scope of Work for Phase II	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	Attachment C - Signature Card	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

STATE OF NORTH CAROLINA
COUNTY OF WAKE



Departmental Use Only

CENTER: 1611-3786
ACCOUNT: 532196002
CFDA:
AMOUNT: \$8,847.00

CENTER:
ACCOUNT:
CFDA
AMOUNT:

North Carolina Department of Agriculture and Consumer Services

Division of Soil and Water Conservation

Stream Debris Removal Project - Governmental

Amendment Number: 01-2014

Contract Number: G40100005613SWC

This document amends the Contract bearing the effective date of August 1, 2012, between the North Carolina Department of Agriculture and Consumer Services, hereinafter referred to as the "Agency" and the **Bertie County**, hereinafter referred to as the "Grantee."

The Grantee's tax ID number is **56-6000276**. The Grantee's DUNS number is **032848575**.

As provided for under the terms of the original Contract, the Agency and the Grantee agree to amend the Contract provisions as outlined below.

1. Section III. Effective Period

The effective period is amended to August 1, 2012 through December 31, 2016.

2. Section IV. Grantee's Duties

The previous Section IV is hereby amended by adding additional duties specified in **Attachment B-2: Phase II Scope of Work**. These additional duties are over and above the duties specified in the original agreement.

3. Section V. Agency's Duties

The previous Section V is hereby deleted and replaced with the following:

The Agency shall pay the Grantee in the manner and in the amounts specified in the Contract Documents. The total amount paid by the Agency to the Grantee under this Contract shall not exceed \$26,541.00. This amount consists of an increase of \$8,847.00 in State funds.

a. There are no matching requirements from the Grantee.

The total contract amount is \$26,541.00.

All other terms and conditions as set forth in the original Contract document shall remain in effect for the duration of this Amendment.

Signature Warranty:

The undersigned represent and warrant that they are authorized to bind their principals to the terms of this Amendment.

IN WITNESS WHEREOF, the Grantee and the Agency execute this Amendment in **two (2)** originals, one (1) of which is retained by the Grantee and one (1) which is retained by the Agency.

Bertie County

X

Signature of Authorized Representative Date

Printed Name Title

Witness:

Signature Date

Printed Name Title



North Carolina Department of Agriculture and Consumer Services

Signature of Authorized Representative Date

N. David Smith, Chief Deputy Commissioner

Printed Name of Authorized Representative

Application for NCDA&CS Financial Assistance for Stream Debris Removal

Please provide the following information. Print or Type.

Applicant's Organization: Bertie County

Contact Name: Vic Thompson ,Technician/Scott Sauer, County Manager County: Bertie

Mailing Address: County Office Building, 106 Dundee Street, Room 211,
Windsor, North Carolina 27983

Telephone #: (252) 794-5305 Mobile #: (252)209-5888

Fax #: (252) 794-5333

E-mail: vic.thompson@nc.nacdnet.net/scott.sauer@bertie.nc.gov

Total Amount of Funding Requested (dollars): \$8,847

Total Estimated Project Cost (dollars): \$8,847

Impacted Stream/Drainage channel Name: (Use name on USGS Quad Sheet). Please attach good and clear map of stream/drainage (prefer 7.5" Quad Map):

Colerain topo – Bud Branch,

Is the project subject to stream buffer requirements? Yes No

Description of damage resulting from natural disaster (include length of affected stream reach):

Tree debris has completely blocked these streams due to tornado damage. These damaged areas are over a mile wide at each site.

Description of economic, environmental, and social damages resulting from debris (include realistic \$ estimate of potential losses) :

Some homes and at least one church run the risk of being flooded unless the debris is removed. This could result in damages in the millions of dollars. The timber loss is too extreme to estimate damage based on dollar amounts

Application for NCDA&CS Financial Assistance for Stream Debris Removal

Please describe activities implemented within the last 2 years to maintain the stream/drainage channel system.

NONE

Description of proposed actions to mitigate debris impact:

Debris removal from channel.

Estimated amount of debris to be managed: Can't estimate tonnage of debris, however there is 10,000 feet of completely blocked streams. All major trees are down. See attached photos.

Description of method used to estimate total debris removal project cost (e.g., cost per foot of stream, cost per cu. Yd. of debris to remove):

Cost per foot.

Description of easements, permissions, and permits required to implement the proposed action:

Permissions needed will be obtained by Bertie County if necessary.

Application for NCDA&CS Financial Assistance for Stream Debris Removal

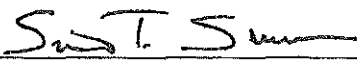
Description of any state or federally listed threatened or endangered species potentially adversely impacted by the proposed action and any strategies proposed to mitigate adverse impacts:

NONE

Please describe the applicant's experience administering previous stream debris removal projects (e.g., Emergency Watershed Protection Program):

Have administered and inspected stream debris removal from Hurricane Isabel . Three state grants and one EWP Grant.

Please include other available documentation of affected area (FEMA floodplain maps, aerial photos, photos of stream channel, etc)



Signature of authorized official for Applicant

6.9.14

Date

**Attachment C
Signature Card**



CONTRACT & FINANCIAL DOCUMENTS

INSTRUCTIONS: Please read and fill in the required information to the right of each field where applicable. Provide the requested printed and written signatures (in Blue Ink) of agency representatives in the designated areas. In the event the affixed signature(s) are no longer valid, a revised form must be submitted prior to processing any contractual documents or submitting "Request for Payments" or any other financial documents.

SECTION I.

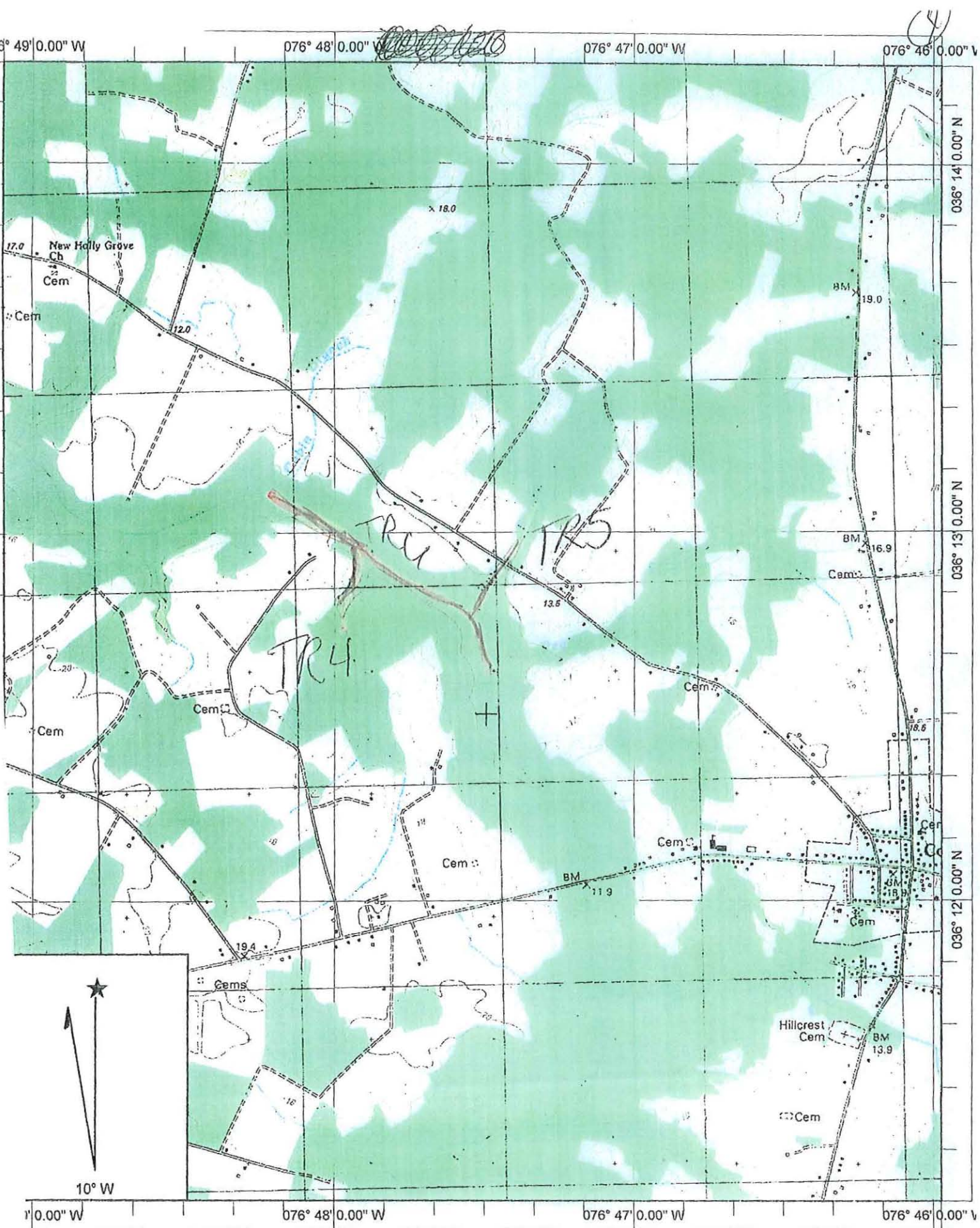
Date:	
Legal Applicant Organization/Agency Name:	Scott Sauer / Bertie County
Federal Tax Identification Number:	56-6000276

SECTION II.

Certification:
By affixing my signature below, I certify that person(s) identified are designated having legal authorization to sign on behalf of the organization named in Section I., above, for purposes of executing contractual documents and preparing, approving and executing all financial documents; including "Requests for Payments." I understand the legal implications of any and all misrepresentation, which include but are not limited to defrauding the State of North Carolina, and certify that the person signing below has full authority to execute this Agreement on behalf of the named organization.

GOVERNMENTAL ENTITIES

Authorized Governmental Official	Chief Fiscal Officer
Print Name & Title: J. Wallace Perry / Chairman	Print Name & Title: William Roberson / Finance Director
Signature: X	Signature:



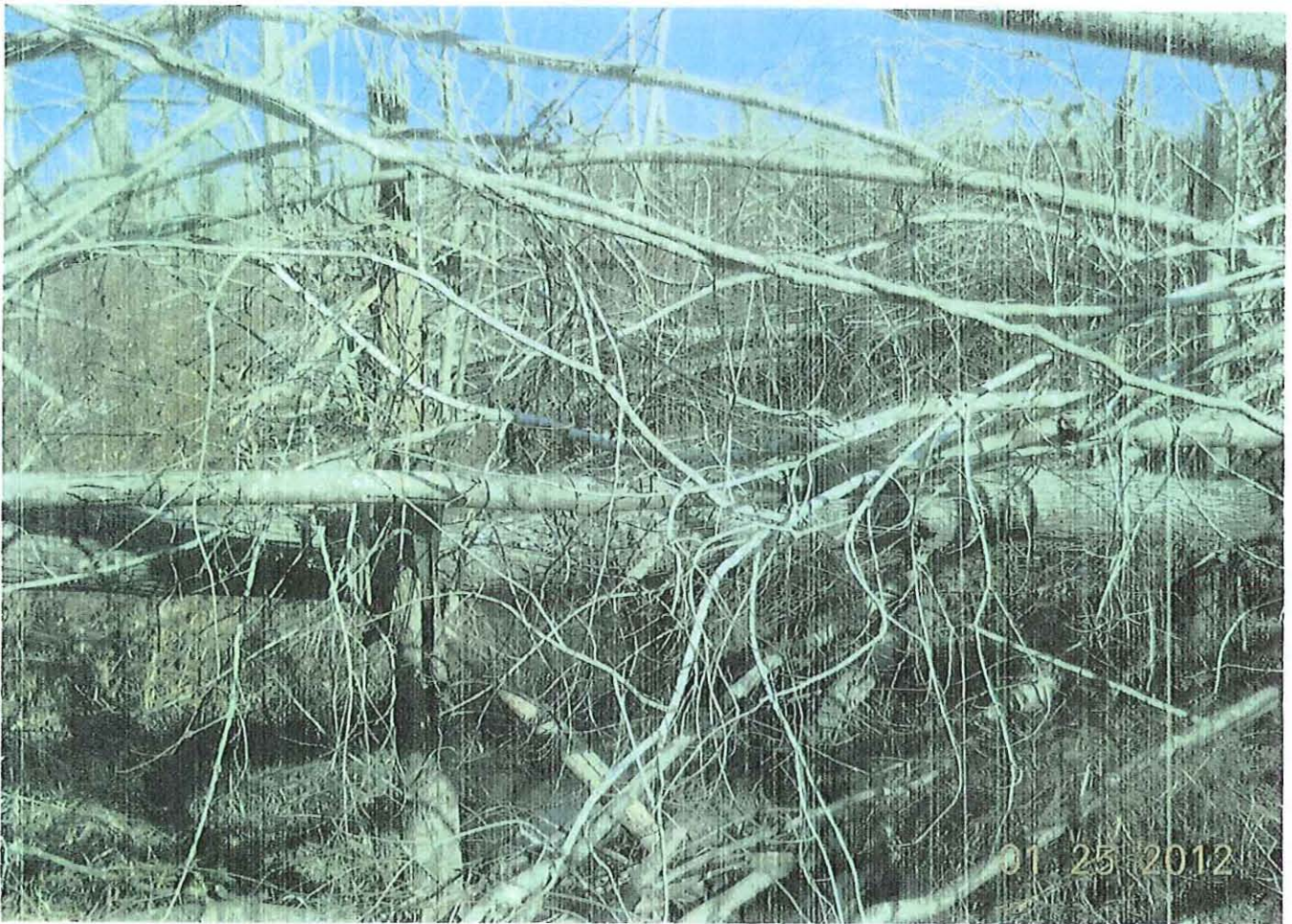
ne: COLERAIN
 e: 1/17/112
 le: 1 inch equals 2000 feet

Bad Branch

Location: 036° 12' 44.0" N 076° 47' 32.1" W
 Caption: 2012 clear and sng project tornado damage

9522 At





Hite associates

ARCHITECTURE / ENGINEERING / TECHNOLOGY

July 2, 2014

Mr. Scott Sauer, County Manager
County of Bertie
PO Box 530
Windsor, North Carolina

Dear Sir,

Thank you for the opportunity to meet with you and Mr. Roberson yesterday to review the financial records of the Bertie High School Project.

It will be my pleasure to appear before the Commissioners on Monday, July 7, to review a summary of these reports with them.

Basically, I will review –

- The change orders that have been approved for the project
- The furniture orders and the balance in the furniture allocation
- The status of the contingency fund initially set at \$300,000
- The status of the allowances that were built in to the general contractor's bid
- The one final change order that needs to be approved as a credit to the project
- The total amount of funds that are, therefore, unencumbered and free to be used on other projects.

At the time of this letter, there are two small matters that we are clearing up for our final financial report but should have that information by Monday. So any numbers that I might give the commissioners today would be approximations. But, I can tell you that the total unencumbered balance should be in excess of \$150,000.

I look forward to the meeting on Monday. See you then.

Sincerely,



Ann Williams

Hite associates

ARCHITECTURE / ENGINEERING / TECHNOLOGY

June 30, 2014

SENT VIA E-MAIL

Mr. Scott Sauer, County Manager
Mr. William Roberson, County Finance Director
County of Bertie
PO Box 530
Windsor, North Carolina

Gentlemen,

We have worked to reconcile all of our financial accounts with regard to the new Bertie High School Project. Please note the following information:

\$300,000.00 - Original Contingency

- 110,550.90 - Change Order #1 – WIMCO – To modify 4 classrooms in new wing including Science Lab and Life Skills (owner request)
- 3,303.20 - Change Order #2 – WIMCO
 - Deduct 87 man hours Watson Labor & Materials (Hite) \$13,980
 - Deduct unused foundation allowance (Hite) \$13,000.
 - Omit fryer and add 3 double ovens (owner request) ADD \$2,517.09
 - Change sand-faced to through-body brick (Hite) ADD \$7,000
 - Wall mount TV brackets vs. ceiling brackets (owner) ADD \$8,694.27
 - Install theatrical lighting package ADD \$29,460.38
- +6,922.97 - Change Order #3 – WIMCO
 - Omit various items in Art, Electronics, Laundry (owner) DED. \$8,826
 - Adjustments to louvers, grills, exhaust fans (Hite) ADD \$1,434.93
 - Add one security system entry key pad (owner) \$468.10

- 4133.18 - Change Order #4 - WIMCO
 - Elect devices to change to computer room (owner)ADD \$4133.18

- 10,194.27 – Change Order #1 – KH Smith
 - HDMI cables for TV's in lieu of VGA cables (owner) ADD \$10,194.27
- 10,945.00 – Change Order #2 – KH Smith
 - Labor & Materials for 30 additional CAT6 Drops (owner) ADD \$10,945

\$167,796.42 Balance after Change Orders

-49,541.27 Actual transfer to Furniture Budget from \$50,000 allotted. (\$458.73 not spent)****

118,255.15 Balance left in Contingency at end of project

\$300,000.00 – Original Furniture Budget
50,000.00 – (“up to”) Added from Contingency ****

\$350,000.00 – Total Furniture Budget

-310,300.80 PO #1934 – final invoice

-11,172.00 PO #4081 – final invoice

-15,235.00 PO #4553 – final invoice

-398.00 PO #4769 – final invoice

-486.70 PO #4770 – final invoice

-7,642.00 PO #4768 – final invoice

-1,087.50 PO #5500 – final invoice

-3,219.27 PO #5610 - final invoice

-349,541.27 Total spent from Furniture Budget

\$458.73 Balance in Furniture Budget (back to contingency) ****

Planning Board

Immediate Vacancies: 2

Position Vacancy:

Board	Term	Name	Began	End
Planning Board	3 years	*David Earley (District II – Merry Hill/Whites)	10/3/2014	6/30/2015
Planning Board	3 years	James Morris (AT LARGE)	6/20/2011	6/30/2014

Special requirements: N/A

Notes: *Resigned. Recommendations needed to fill 2 vacancies.

Attendance of Current Members: N/A

Applications Received:

As of 7/2/2014, no new applications have been received.

Current Members (unexpired):

1. Carl Bond
2. Rodney Mumma
3. Nayland Collier
4. Carl Cooper
5. Gregory Hughes

Windsor, North Carolina
June 2, 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: J. Wallace Perry, Chairman
 Charles L. Smith, Vice-Chairman
 Rick Harrell
 John Trent
 Ronald "Ron" Wesson

Absent: None

Staff Present: County Manager Scott Sauer
 Clerk to the Board Sarah S. Tinkham
 County Attorney Lloyd Smith
 Network Administrator Scott Pearce
 Finance Director William Roberson
 Emergency Services Director Mitch Cooper
 Emergency Medical Services Director Matt Leicester
 Utility Customer Service Manager Connie Coburn
 Water Department Director Ricky Spivey
 Tax Administrator Jodie Rhea
 Cooperative Extension Director Richard Rhodes
 Board of Elections Director Sheila Holloman
 Register of Deeds Annie Wilson
 Planning Developer Traci White
 Maintenance Director Anthony Rascoe
 Economic Development Steve Biggs
 Department of Social Services Linda Speller

Media members present included Gene Motley of the Roanoke-Chowan News Herald and Thadd White of the Bertie-Ledger Advance.

Chairman Perry opened the meeting and thanked all of those present for their attendance.

INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Wesson led the Invocation and Pledge of Allegiance.

PUBLIC COMMENTS

There were no Public Comments during this section.

BOARD OF EQUALIZATION AND REVIEW

The Board convened as the Board of Equalization and Review as directed by Chairman Perry.

Members of the public that were present had no appeals to submit.

Chairman Perry adjourned as the Board of Equalization and Review.

PRESENTATION OF APPRECIATION TO RICHARD RHODES AND MAYOR JAMES HOGGARD

Chairman Perry presented plaques of appreciation to both Bertie County Cooperative Extension's Richard Rhodes, and Windsor, NC Mayor James Hoggard for their participation and partnership on the Fallen Officers Memorial Dedication that took place on Sunday, May 18, 2014.

Mr. Rhodes and Mayor Hoggard were commended for their diligence on the event and were congratulated on planning and hosting a "First Class program."

APPOINTMENTS

JCPC Continuum Plan presentation by JCPC Chair Laree Cherry

JCPC Board Chairman Ms. Laree Cherry came before the Board to present the County Funding Allocation, as well as the JCPC Board's plans for FY 2014-2015.

The approved allocation will then be forward to the State of NC.

The only change that would need to be made by the Board would be to correct the County Designee from former Interim County Manager John Whitehurst to current County Manager Scott Sauer.

After some discussion, Vice Chairman Smith made a **MOTION** to approve the JCPC Continuum Plan as presented by Board Chairman Laree Cherry. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Black Rock water line construction update by McDavid & Associates

Charles Joyner of McDavid & Associates provided an update to the Board regarding the Black Rock water line construction project.

He stated that the construction has been completed and now the project is ready to be turned over to the County.

Mr. Joyner informed the Board that the Homeowner's Association would be present for the final inspection to provide their approval of the water line construction and clean up.

Mr. Joyner also invited any and all members of the Board to be present for the final inspection that will be scheduled at the Board's earliest convenience.

Lastly, Mr. Joyner assured the Board that he would be back after the final inspection to report on the results to present a final adjusting change order and turn over the water line to the County.

Scattered Site Housing bid awards and related Resolution by McDavid and Associates

This item was temporarily deferred until the presenter arrived to the meeting.

BOARD APPOINTMENTS

ABC Board

After some discussion, Commissioner Wesson made a **MOTION** to appoint James S. Pugh to the ABC Board for a full, 3 year term. Vice Chairman Smith and Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Nursing Home/CAC Board

Commissioner Harrell made a **MOTION** to re-appoint Rev. Gail McNeil and Mary Davis to the Nursing Home/CAC Board's Joint Community Advisory Committee. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Choanoke Public Transportation Authority (CPTA) Board

Commissioner Harrell made a **MOTION** to re-appoint Morris Rascoe and Lewis C. Hoggard, III to the CPTA Board. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Planning Board

Commissioner Wesson made a **MOTION** to appoint Gregory Hughes to the Planning Board. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

CONSENT AGENDA

Approve minutes for Regular Session 5-19-2014

Commissioner Wesson made a **MOTION** to approve the minutes pending any changes from the County Attorney for Regular Session 5-19-14. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Tax Department Error Ledger – May 2014

County Manager Sauer recommended this item for approval.

Commissioner Harrell made a **MOTION** to accept the Tax Department Ledger for May 2014 as recommended by the County Manager. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

Budget Amendment #14-05

County Manager Sauer recommended this item for approval.

Commissioner Harrell made a **MOTION** to accept Budget Amendment # 14-05 as recommended by the County Manager. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Budget Amendment #14-05 reads as follows:

BUDGET AMENDMENT

14-05

	INCREASE		INCREASE
10-6100-5695-29	\$ 12,000	LEGAL 10-0090-4991-99	\$ 12,000
TO INCREASE CADA BUDGET TO COVER IDA PROGRAM REIMBRUSEMENT			
10-0050-4839-82	\$ 1,625	10-4950-5399-20	\$ 1,625
TO INCREASE BUDGET - FOOD PANTRY NEWSLETTER REIMBURSEMENT			
10-0025-4586-05	\$ 3,893	10-5860-5399-10	\$ 5,191
10-0090-4991-99	\$ 1,298		
TO INCREASE BUDGET FOR SR GENERAL PURPOSE MONEY			
12-5380-5399-70	\$ 5,963	12-0025-4531-02	\$ 5,963
INCREASE BUDGET FOR CRISIS - MONEY FROM FEDERAL GOV.			
12-5380-5411-50	\$ 9,234	12-0025-4586-18	\$ 9,234
TO INCREASE BUDGET FOR LOW-INCOME HOME ENERGY ASSISTANCE - (LIEAP)			
61-7111-5399-00	\$ 2,160	61-0090-4991-99	\$ 2,160
62-7112-5399-00	\$ 7,020	62-0090-4991-99	\$ 7,020
63-7113-5399-00	\$ 5,220	63-0090-4991-99	\$ 5,220
64-7114-5399-00	\$ 3,600	64-0090-4991-99	\$ 3,600
TO INC CONTRACT SERVICES FOR WELL AND PUMP PERFORMANCE TEST ON ALL WELLS			
10-4170-5126-00	\$ 4,666	ELECTIONS 10-0090-4991-99	\$ 4,666
TO INCREASE BUDGET FOR EARLY VOTING AS MANDATED BY STATE			
10-4310-5540-00	\$ 22,126	ELECTIONS 10-0090-4991-99	\$ 22,126
TO INCREASE BUDGET TO REPLACE TOTALLED VEHICLE - SHERIFF (COX)			

APPROVED / / 2014

Scattered Site Housing bid awards and related Resolution by McDavid and Associates

Mike Barnette was present for this portion of the meeting.

Mr. Barnette requested that the Board approve the bid awards for Demolition and Reconstruction for the 2011 CDBG Scattered Site Housing program.

After some discussion, Commissioner Trent made a **MOTION** to approve the Resolution of the bid awards. Commissioner Harrell **SECONDED** the motion. The **MOTION PASSED** unanimously.

DISCUSSION AGENDA

Mid-East Commission Area Agency on Aging Director, Annette Eubanks presented the Home and Community Block Grant Initiative to establish a Block Grant Advisory Committee in the County

Annette Eubanks of the Mid-East Commission's Area Agency on Aging approached the Board with a request for a Block Grant Advisory Committee to be established in the County as outlined in the Home and Community Block Grant Initiative.

Ms. Eubanks answered questions from the Board where needed, and after some discussion, the Board requested that Ms. Eubanks forward all pertinent information about the proposed Committee and its desired make up to the Clerk to the Board Sarah S. Tinkham for the Board's review.

Commissioner Wesson stated some concerns regarding the current elderly population in the County, as well as about the County having the largest aging population in the Mid-East Commission service area.

He stated that he hoped these items would provide the County with more funding options from the Mid-East Commission to assist this population.

In reply, Ms. Eubanks stated that U.S. Census data would need to support those claims, and that funding is based on the information gathered from the U.S. Census.

South Windsor Water Association – Mr. Jeff Best reviewed recent procedures as agreed to in March 2014

Jeff Best of Carr, Riggs, and Ingram was present during this portion of the meeting.

Mr. Best stated that all is well in regards to the South Windsor Water Association and its wrap up activities.

County Manager Sauer also stated that the County staff performed a successful switch over to supply water for the previous South Windsor Water Association customers.

The Board commended Anthony Ward and all staff of the South Windsor Water Association for a well ran organization and for assisting in the County's acquisition of all South Windsor water customers.

The Board and the County Manager also discussed the need for transition documents with the Town of Windsor for South Windsor sewer service.

Mr. Best was also commended for his due diligence in the matter.

Discussion of proposed consolidation of four water districts and creating a single water utility fund, and review the Resolution adopting an agreement between Bertie County and the County Water Districts

County Manager Sauer approached the Board regarding the current budgetary and financial accounts set up of the County's four water districts.

County Manager Sauer proposed for consideration the consolidation of the four water districts for the purpose of budget and accounting purposes.

County Attorney Smith explained that the independent water districts were initially created to satisfy loan application requirements to finance the four districts which were phasing into operation over a number of years.

Mr. Sauer also presented a Resolution that could be used to complete this task, but did not expect the Board to act on the matter at this time.

The Board requested that this item be reviewed during an upcoming Water Department Work Session.

Community Meeting locations – beginning July 2014

Commissioner Wesson expressed his support for the Community Meetings that were conducted during the 2012-2013 Commissioners Meeting schedule, and stated that the meetings seemed to have larger turn outs, and seemed to be well received by the community.

After some discussion regarding the need to continue this practice, Commissioner Wesson made a **MOTION** to uphold the decision made previous about holding evening meetings in various locations within the County. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Chairman Perry requested that Clerk to the Board and County Manager provide a list of possible locations for the Community Meetings, and the Board came to a consensus that churches would not be suitable locations for these meetings.

National Association of Counties (NaCo) 79th Annual Conference – July 2014 and related voting credentials

This item was deferred until further notice.

COMMISSIONER'S REPORTS

Commissioner Trent stated that the old Elections Building has been completed minus some last landscaping tasks, but that Cooperative Extension will begin moving in on Wednesday, June 4, 2014.

There were no other remarks in this section.

COUNTY MANAGER'S REPORTS

County Manager Sauer presented his summary of the proposed FY 2014-2015 budget.

First, County Manager Sauer stated that today's meeting begins the discussion of the next budget, and that he had no expectations that the budget would be approved as presented in its current state.

Mr. Sauer stated that in its current state, the budget for FY 2014-2015 would warrant a \$0.20 tax increase for the County, further, he also outlined the criteria he follows for the needs of the County.

Questions asked while deliberating over each budget item include: Is it prudent? Is it imperative? Is it a citizen-based request? Is it a strategic board initiative? Is it a state-mandated function? Is it a contractual obligation? Is it a moral obligation? Is it good practice?

After sharing his extensive thought process, Mr. Sauer then summarized the proposed budget.

County Manager Sauer stated that the overall proposed budget is \$31.5 million with a General Fund budget of \$20.4 million. If the budget were to remain the same, the ad valorem tax rate would increase from \$0.84 to \$1.04.

Mr. Sauer stated that all current needs in the proposed budget could be met under a \$0.20 tax increase, but that would only apply if the County does not use any funding from the fund balance.

Mr. Sauer stated that the County's strength lies within the fund balance which is currently near \$7 million.

The County Manager then addressed the "drivers" of the budget including the following areas and departments: Sheriff's Department, Emergency Services Department, Department of Social Services, Tax Department, Board of Elections, debt service, schools, and County owned public buildings.

In regards to Emergency Services, County Manager Sauer stated that the proposed budget plan includes the creation and operation of a non-emergency transport program that will require an additional 11 full time staff and 5 part time staff.

The proposed plan from the Emergency Services Department would result in an additional net cost of \$87, 979 to the General Fund.

Additionally, the Sheriff's Department has proposed the addition of nightly coverage of law enforcement for the FY 2014-2015 to address citizen concerns. Mr. Sauer recommended funding for the Sheriff's office to increase by an additional \$496,920 for next fiscal year which would provide for 4 additional road patrol deputies, and 6 replacement vehicles.

County Manager Sauer also urged the Board to consider \$89,618 of additional funding to the Communications Department for equipment and software upgrades. Currently, the system in use is prone to technical failures.

Mr. Sauer stated that it is a worrisome situation when a citizen may be waiting for help to arrive, but help is delayed due to computer malfunction. He stated that updating the Sheriff's Department's current equipment is "imperative."

Lastly, County Manager Sauer also suggested additional funding of \$36,804 for the Animal Control Department which would include funding for a replacement truck and several capital outlay items.

County Manager Sauer also addressed the state of the debt service which will also have a large impact on the final budget. As of next year, the debt service will be \$2.3 million which would equate to approximately \$0.20 on the tax rate.

Mr. Sauer stated that the main expenses impacting the debt service include public schools, the Department of Social Services building, and the County's Health Department.

County Manager Sauer took this opportunity to address funding of the County's schools calling it the "toughest part of the budget," as it is always encouraged to provide the best possible opportunities to children in the community.

Mr. Sauer recognized that some sparsely populated areas of the County have made additional funding resources difficult to obtain.

Mr. Sauer stated that the Board of Education has requested a total of \$3,526,976 which is an increase of \$648, 976 from funding allotted in the current budget year.

County Manager Sauer recommended that the County fund the school district at the same rate as the current expense for FY 2014-2015, and with a capital outlay budget of \$100,000.

Mr. Sauer stated that according to the school district's current audit, the school district's unassigned fund balance currently sits at \$1.7 million, and suggested to the Board that a discussion could take place with the Board of Education in order to encourage that Board to use some of that funding for FY 2014-2015.

In summary, County Manager Sauer also addressed proposed funding for other organizations including: \$73,206 to Martin Community College, \$35,000 to Roanoke Chowan Community College, \$75,000 to the Bertie County Board Elections for new, state-mandated voting equipment, \$275,000 for cost of living/merit based raised to County employees, \$930,673 to the Bertie-Martin Regional Jail, and full funding for the increase in County employee medical coverage.

Lastly, Mr. Sauer addressed the Board regarding the Courthouse and its current state of disrepair. He recalled a day that was spent with Commissioner Trent and Maintenance Director Anthony Rascoe where both gentlemen toured the facility.

Mr. Sauer suggested, and Commissioner Trent concurred, that if the County were to set aside a total of \$350,000 to be distributed over the next three years that it could "get the ball rolling" on fully repairing the current facility.

The proposed budget and all of its documents, including County Manager Sauer's summary of the proposed budget, may be picked up at the County Manager's Office in Windsor, or be located online at <http://www.co.bertie.nc.us/>.

COUNTY ATTORNEY'S REPORT

County Attorney Smith informed the Board that he had provided all of the current documents in the Board's electronic packet that are currently associated with the Sunenergy1 project including leases, easements, and surveys.

County Attorney Smith requested approval.

Commissioner Wesson made a **MOTION** to approve the Sunenergy1 documents as provided in the Board packet by County Attorney Smith. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

County Attorney Smith also requested guidance regarding the South Windsor sewer system and its part in the County's new venture in adopting all customers of the South Windsor Water Association.

After some discussion, the Board requested that the County Manager schedule a Work Session specifically related to the Water Department and South Windsor Water Association.

PUBLIC COMMENTS CONTINUED

There we no comments in this section.

ADJOURN

Chairman Perry adjourned the meeting at 11:45am.

**Windsor, North Carolina
June 9, 2014
Budget Work Session
Recessed from June 2, 2014**

The Bertie County Board of Commissioners met for a Budget Work Session in the Commissioners Room located at 106 Dundee Street Windsor, NC. The June 2, 2014 regular meeting was recessed in order to provide an opportunity for the Board to meeting in various Budget Work Sessions. The following members were present or absent:

Present: J. Wallace Perry, Chairman
Charles L. Smith, Vice-Chairman
John Trent
Rick Harrell
Ronald "Ron" Wesson

Absent: None

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah S. Tinkham
Finance Director William Roberson
County Attorney Lloyd Smith

There were no Media Members present.

Chairman Perry opened the meeting and thanked all of those present for their attendance.

INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Wesson led the Invocation and Pledge of Allegiance.

COUNTY MANAGERS REPORTS

County Manager Sauer announced to the Board that fellow employee, Denise Clark, had received news over the weekend that her brother and cousin had both passed away. He requested that the Board keep Denise's family in their thoughts, and that funeral arrangements would be passed on as soon as they were received.

On another note, County Manager Sauer also informed the Board of a mathematical error in regards to the proposed FY 2014-2015 budget, and the potential tax rate increase.

In summary, after the error was corrected, the proposed tax increase decreased from \$0.20 to \$0.10. County Manager Sauer and Finance Officer Williams Roberson apologized for the error.

County Manager Sauer also stated that this error presents a better outlook on further FY 2014-2015 budget deliberations.

County Manager Sauer requested a brief 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.

Vice Chairman Smith made a **MOTION** to go into Closed Session pursuant to N.C.G.S. §143-318.11(a)(3) as requested by the County Manager. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

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

The Board returns to Open Session.

County Attorney Smith announced that he would not be present at the remainder of the Budget Work Sessions. He also stated that he would not be able to provide a member of the County's legal team at the next regular Commissioners meeting on Monday, June 16, 2014 at 7:00pm due to the entire legal team being out of town for a conference.

County Manager Sauer continued the meeting by reiterating his statements made during the beginning of the budget work session as new members of the public were present.

The County Manager Finance Officer reviewed General Fund transfers, debt service, landfill host fees, and DMV license tag tax collection charges and responded to various questions regarding these items.

Governing Body

Commissioner Trent inquired about the "Dues and Subscriptions" line item.

County Manager Sauer stated that this line item can vary from year to year depending on length of memberships in various organizations.

This budget was tentatively approved.

Administration

The Board inquired about the "Contract Services" line item. The current year to date lists \$250,000 in that line item whereas FY2013-2014 budget only allotted \$19,000.

County Manager Sauer stated that the increase in cost is due to moving expenses he encountered before assuming his position as Bertie County Manager.

This budget was tentatively approved.

Finance

The Board discussed various line items in this department including equipment, training, and new employees.

Finance Officer William Roberson stated that the Finance Office was in need of various upgrades to their computer system.

Commissioner Wesson requested that training fees be considered their own line item instead of being included in the "Travel" line item.

Chairman Perry requested that all new employees hired in the County be introduced to the Board shortly after so that the Board may become familiar with them.

Tax

Commissioner Trent asked for the reasoning behind the increase in contract services from FY2013-2014 to FY2014-2015.

County Manager Sauer stated that the increase stems from new DMV software for processing license plate fees.

Commissioners also inquired about the line item for office supplies.

Finance Officer Roberson stated that the current computer being used by the Tax Department is 22 years old, and has faced numerous problems with data storage limits. He also stated that the software is out of date, and that the hardware is becoming harder and harder to repair due to outdated parts needed. He stated that all parts general have to be specially made which drives up the cost.

The Board requested an explanation on vendor/contract cost for a new computer system.

The County Manager explained that the budget document serves as a plan, and that no action to replace this computer system would take place without brining bids and recommendations back to the Board for approval prior to obligating any funds for this project.

Legal Fees

The Board discussed various options in order to cut down the cost of legal fees in FY2014-2015 including hiring a paralegal to the County's payroll.

County Manager Sauer reminded the Board that there were many unforeseen issues that arose during FY2013-2014 that needed County Attorney attention including a lawsuit against the Sheriff, lawsuit involving the Bertie County Board of Elections, First Med bankruptcy, Scotch Hall, etc.

The Board also discussed requests from outside firms about rendering current contracts, and came to a consensus that if an outside firm wants to revise a contract that legal fees associated with that task would be passed onto the requesting firm.

The Board requested to wait for input from the County Attorney before proceeding with this proposed budget.

Court Facilities

This budget was tentatively approved.

Elections

County Manager Sauer explained to the Board that the Board of Elections was in need of an additional full-time staff member, as well as the first of two \$75,000 investments in voting equipment to comply with State laws.

County Manager Sauer also stated that the Board of Elections was also in need of updated laptop computers and printers which would total \$16,000.

After some discussion, the Board denied the request for an additional staff member, deferred the \$75,000 capital outlay reserve for new voting equipment for one year, and the \$16,000 request for new laptop computers and printers was denied.

Register of Deeds

This budget was tentatively approved.

Public Buildings

The Board discussed various needs of Maintenance Director Anthony Rascoe including his request for a bucket truck (\$8,500) as the County currently has no means of repairing lights in the parking lot of the County offices on Dundee Street in Windsor.

The Board denied the request for a bucket truck totaling \$8,500 in favor of having the County rent a bucket truck as needed. A total of \$7,831 in non-capitalized equipment was also cut.

There was also discussion regarding utility cost estimates and the addition of expenses for the new Cooperative Extension building and the DRC building which was vacant during repairs.

The County Manager also noted the list of projects included in the proposed budget and thanked Commissioner Trent for his work on this budget.

This budget was tentatively approved.

IT Department

County Manager Sauer noted that a salary increase for Department Head Scott Pearce was requested in the proposed budget.

This budget was tentatively approved, but no salary adjustment was approved.

Sheriff's Department

This budget was deferred until Sheriff John Holley was available to come before the Board.

Emergency Management

This budget was deferred until Emergency Services Director Mitch Cooper was available to come before the Board.

RECESS

Chairman Perry recessed the meeting until Tuesday, June 10, 2014 at 9:00am.

**Windsor, North Carolina
June 10, 2014
Budget Work Session
Recessed from June 2, 2014**

The Bertie County Board of Commissioners met for a Budget Work Session in the Commissioners Room located at 106 Dundee Street Windsor, NC. The June 2, 2014 regular meeting was recessed in order to provide an opportunity for the Board to meeting in various Budget Work Sessions. The following members were present or absent:

Present: J. Wallace Perry, Chairman
Charles L. Smith, Vice-Chairman
John Trent
Rick Harrell
Ronald "Ron" Wesson

Absent: None

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah S. Tinkham
Finance Director William Roberson
County Attorney Lloyd Smith
Economic Development Steve Biggs

There were no Media Members present.

Chairman Perry opened the meeting and thanked all of those present for their attendance.

INVOCATION/PLEDGE OF ALLEGIANCE

Vice Chairman Smith led the Invocation and Pledge of Allegiance.

BUDGET WORK SESSION CONTINUED

Emergency Management Department

The Board re-visited the budget for Emergency Management, and inquired about the line item which refers to salary for the Medical Director. The current proposed salary for Medical Director is \$25,000.

The Board came to a consensus to leave the item as is until Emergency Services Director Mitch Cooper could be present.

Capital Outlay Equipment was also flagged in an effort to receive feedback from Mr. Cooper also.

Sheriff's Department

County Manager Sauer summarized the Sheriff's budget by stating that the proposed budget would add 4 additional patrol deputies during the night shift. The rest of the proposed budget includes those 4 additional positions including vehicles, uniforms, etc.

The Board discussed the issues of vehicles, vehicle mileage, uniforms, and current staffing needs. A total of \$8,000 was cut from uniforms, \$10,000 from vehicle maintenance, and \$7,962 from non-capitalized equipment.

The Board also discussed the Sheriff's request in regards to a crime and traffic camera pilot program that could possibly be put into place in Colerain.

Planning & Inspections Department

Planning Developer Traci White provided the Board with a proposed fee schedule that would take effect during the next fiscal year, if approved.

The Board also discussed other areas of the proposed budget including vehicles, vehicle maintenance, employees, and certifications.

The Board also requested information regarding the number of inspections done during the current fiscal year.

Sheriff's Department Continued

Sheriff John Holley was present for this portion of the meeting.

The Board inquired about the need for a crime/traffic camera in the Colerain community.

Sheriff Holley stated that this technology has helped other counties in the area deter crime, as well as stay a step ahead of the crime. The technology would allow for more information to be given to the Sheriff's Department and its deputies before arriving on scene.

The Board also discussed additional positions, vehicle maintenance, officer uniforms, compensatory time, and non-capital outlay equipment (tazors and tazor batteries, radios, and computers).

Communications Department

The Board discussed the possible investment of approximately \$66,000 for a new 911 computer system in the Communications Department.

The current system has “been down” in the past due to the age of the software and hardware.

County Manager Sauer mentioned that this one-time cost for a new system could be taken from the current fund balance, but that the number presented in the proposed budget should only be considered as “place holder,” as official quotes would need to be obtained to determine the actual cost. Part of this replacement cost will be covered by 911 subscriber funds.

Animal Control Department

The proposed budget included a replacement Animal Control vehicle, but the request was denied by the Board.

The Board, instead, encouraged Sheriff John Holley to release one of his older trucks to the Animal Control Department.

Emergency Management Continued

The Board agreed to cut \$8,000 from the Medical Examiner line item.

Solid Waste

There was discussion regarding the FY2014-2015 budget and that this funding coincided with the twelve month contract extension for the convenience centers that the Board approved several months earlier.

Commissioner Harrell made a **MOTION** to have the contract with Waste Industries for the convenience sites extended for an additional five years. Vice-Chairman Smith **SECONDED** the motion.

During the discussion on the motion, Commissioner Wesson encouraged the Board to not take action on this item when the public is not aware of its consideration.

Ultimately, the **MOTION** and the **SECOND** were **WITHDRAWN** by Commissioner Harrell and Vice Chairman Smith, respectfully.

The Board tentatively approved this budget.

**Windsor, North Carolina
June 11, 2014
Budget Work Session
Recessed from June 2, 2014**

The Bertie County Board of Commissioners met for a Budget Work Session in the Commissioners Room located at 106 Dundee Street Windsor, NC. The June 2, 2014 regular meeting was recessed in order to provide an opportunity for the Board to meeting in various Budget Work Sessions. The following members were present or absent:

Present: J. Wallace Perry, Chairman
Charles L. Smith, Vice-Chairman
John Trent
Rick Harrell
Ronald "Ron" Wesson

Absent: None

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah S. Tinkham
Finance Director William Roberson

There were no Media Members present.

Chairman Perry opened the meeting and thanked all of those present for their attendance.

INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Harrell led the Invocation and Pledge of Allegiance.

BUDGET WORK SESSION CONTINUED

Emergency Management Department

Emergency Services Director Mitch Cooper was present for this portion of the meeting.

The Board discussed various budget matters with Mr. Cooper including: equipment maintenance, travel/conference expenses, maintenance of vehicles, advertising, and contract services.

The Emergency Services Department maintains a total of 7 generators, 1 four wheeler, 2 message boards, 1 boat, and other various items.

In response to a question regarding time needed for a four wheel drive F-250 truck, Mr. Cooper explained that the truck is necessary for hauling a trailer for this equipment when multiple events are occurring simultaneously.

The proposed equipment maintenance budget is \$4,000 for FY 2014-2015.

Mr. Cooper also explained the travel line item as this line item is used to cover lodging, registration fees, and food while a staff member is attending various conferences throughout the year.

Mr. Cooper stated that grant money can be earned just for attending, and the grant money is awarded to any and all participating counties.

The Emergency Services Department currently maintains two county vehicles including Mr. Cooper's Ford F-150 pick-up, and a Crown Victoria being driven by county staff.

Mr. Cooper's proposed advertising budget is \$300.00 and advertising is usually done in collaboration with the American Red Cross for disaster preparedness/relief, and for various public classes.

The Board also asked for an update from Mr. Cooper in regards to the First Call, reverse 911 system.

According to Mr. Cooper, the service currently has 600 subscribers, and subscribers receive text message alerts regarding various weather conditions in their area.

Mr. Cooper also discussed the current Medical Director as well as the need for a Viper patch in both ambulances and all Fire Departments.

Emergency Medical Services

Emergency Medical Services Director Matt Leicester was present for this portion of the meeting.

The Board inquired about the following line items: telephone/postage, Maintenance Equipment, Employee Training, Contract Services, Capital Outlay Equipment, Capital Outlay Vehicles, Medical Supplies, and uniforms.

Mr. Leicester also requested the Board's permission to advertise for the 11 vacant non-emergency transport positions, as well as for 1 Transport Coordinator.

Commissioner Trent made a **MOTION** to allow the Emergency Services Director advertise for the vacant positions as requested and noting that "we are going to do whatever we need to do to compete in the transport business." Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Mr. Leicester stated that he could have non-emergency transports up and running before September 1, 2014.

Planning & Inspections Continued

The Board discussed estimated revenues from the proposed fee schedule increases based on the numbers from the current fiscal year, as recommended by Planning Director Traci White.

After much discussion regarding the proposed fees, it was agreed that the fees proposed should begin July 1, 2014.

Commissioner Harrell made a **MOTION** to approve the new proposed Planning & Inspection fee schedule. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** in a 4 to 1 vote with Chairman Perry voting “no.”

The new fees that will go into effect on July 1, 2014 read as follows:

BERTIE COUNTY PLANNING & INSPECTIONS FEE SCHEDULE 2014-2015

Residential

	\$ per sq foot/Other	Minimum			
Construction	\$0.20	\$ 40.00			
Construction (Other*)	\$0.10	\$ 30.00	* Unheated area or accessory structure		
			SW	DW	TW
	\$50/MH Recycling				
Manufactured Home	AMH	\$ 100.00		\$125	\$150
Modular (On-frame)	\$0.20	\$ 40.00			
Modular (Off-frame)	\$0.20	\$ 40.00			
Electrical (0-200 AMP)	n/a	\$ 50.00			
(Each additional 200 AMP)	n/a	\$ 10.00			
Elec (Temp Service)	n/a	\$ 50.00			
	\$5 per additional				
Plumbing	fixture **	\$ 40.00	**Minimum rate includes 1 full kitchen & 1 full bath		
Mechanical	n/a	\$ 40.00			
Insulation	n/a	\$ 40.00			
Reinspection	n/a	\$ 40.00	Must be paid before reinspection		
Solar Power (Residential Panels)					
	\$75 per panel	\$ 50.00	Elec. Permit required for amperage		

Commercial

	\$ per sq foot	Minimum			
Construction	\$0.25	\$ 50.00			
Electrical	\$0.15	\$ 50.00			
(Each additional 200 AMP)	n/a	\$ 10.00			
Elec (Temp Service)	n/a	\$ 50.00			
	\$5 per additional				
Plumbing	fixture **	\$ 50.00	**Minimum rate includes 1 full kitchen & 1 full bath		
Mechanical	n/a	\$ 50.00			
Insulation	n/a	\$ 50.00			
Reinspection	n/a	\$ 40.00	Must be paid before reinspection		

Communication Towers

Tower	n/a	\$1,000
Tower Building	\$0.25	\$50.00
Colocations	n/a	\$250.00

Solar Farms \$0.35 per panel \$1,000.00 Electrical permits also required

Flat Rate Fees

Open Sheds, Piers, Gazebos	\$40.00
Moving (Structures, Houses)	\$40.00
Demolition (No Change)	\$25.00
Structural Inspection for CO	\$50.00
(Bldg & Fire for reopenings of businesses & home daycares)	
Fire Inspections	\$50.00
Gas Installation	\$40.00

Planning Fees

Minor Subdivisions	\$50 per lot	
Major Preliminary	\$200 + \$5 per lot	
Major Final <i>(No Change)</i>	\$25 per lot	
PUD Master Plans	\$1,200 (up to 1,000 units)	(Add \$5 per unit over 1,000)
PUD Preliminary	\$200 + \$5 per lot	
PUD Final <i>(No Change)</i>	\$5 per unit & \$25 per SF lot	

Cooperative Extension

Cooperative Extension Director Richard Rhodes was present for this portion of the meeting.

Mr. Rhodes informed the Board of a job offer that was received by Kathy Copeland.

Mr. Rhodes stated that the offer was for a full-time, permanent position in Martin County whereas her current position is grant funded on a yearly basis.

Mr. Rhodes wanted the Board to be aware of the offer, and that Ms. Copeland has been a valuable member of the Cooperative Extension Department.

The Board concurred with Mr. Rhodes and stated that in her grant funded position, they understood why a permanent position in another county was more appealing.

Mr. Rhodes also informed the Board of a Agriculture Agent that had just been hired. He stated that the employees name as Jarod Hurry, and that Mr. Hurry would be a full-time Bertie County agent who will inspect corn, wheat, soy beans, and horticulture.

RECESS

This meeting was recessed until Thursday, June 12, 2014 at 9:00am.

**Windsor, North Carolina
June 12, 2014
Budget Work Session
Recessed from June 2, 2014**

The Bertie County Board of Commissioners met for a Budget Work Session in the Commissioners Room located at 106 Dundee Street Windsor, NC. The June 2, 2014 regular meeting was recessed in order to provide an opportunity for the Board to meeting in various Budget Work Sessions. The following members were present or absent:

Present: J. Wallace Perry, Chairman
Charles L. Smith, Vice-Chairman
John Trent
Rick Harrell
Ronald "Ron" Wesson

Absent: None

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah S. Tinkham
Finance Director William Roberson
County Attorney Lloyd Smith
Economic Development Steve Biggs

There were no Media Members present.

Chairman Perry opened the meeting and thanked all of those present for their attendance.

INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Trent led the Invocation and Pledge of Allegiance.

BUDGET WORK SESSION CONTINUED

Dr. Michael Elam, President of Roanoke-Chowan Community College, announced to the Board that a Bertie resident named Julie Terry had just been appointed to the Roanoke-Chowan Community College's Board of Trustees.

Dr. Elam stated that Mrs. Terry's first Board of Trustees meeting would be in August 2014.

Commissioner Perry inquired about the appointment and whether or not it was available due to a term expiration or if it was a new position that was created.

In reply, Dr. Elam stated that the appointment was made because of an expiring term.

Sheriff's Department

The Board discussed holiday and compensatory pay, as well as the costs for uniforms, vehicle maintenance, and county vehicles.

There was significant discussion regarding the County Manager's staffing recommendation for an increase of four new deputies. The Finance Officer gave an explanation of current staffing, including the reimbursement for school resource officers.

The Board also came to a consensus to allow Sheriff John Holley purchase what he can in regards to vehicles with an approximate sum of \$153,000 as requested.

The Board agreed to revisit this budget regarding several line items of concern.

Economic Development

County Manager Sauer informed the Board of a potential opportunity for the County to receive expert input and assistance in regards to grant writing.

The County Manager has identified a potential consultant who would be available to the County on a contract basis for sum of \$12,000 to assist with the preparation and administration of grants.

Commissioner Wesson stated that he was in favor of hiring a grant writer, and that he believed the County should make a concrete effort at improving the County's overall Economic Development prospects.

Commissioner Wesson suggested an additional \$100,000 be added to the Economic Development budget in order for Mr. Biggs to appropriately advance Economic Development efforts in the County.

The Board deferred this item until Economic Development's Steve Biggs could be present.

Soil Conservation

After a brief review, no changes were noted.

This budget was tentatively approved.

Veteran Services

Discussion ensued regarding Mr. Milton Parker and his current part-time hours. The Board discussed possibly increasing those hours as more and more veterans are coming home from war needing his assistance.

Health Department

This budget was tentatively approved.

Council on Aging and Nutrition

An amount of \$7,000 was cut from this budget for a County Vehicle for Department Head Venita Thompson.

County Manager Sauer requested that the Board go into a brief Closed Session to discuss this Department further.

Economic Development Continued

Economic Development's Steve Biggs was present for this portion of the meeting.

The Board came to a consensus to add an additional \$100,000 to the Economic Development budget for FY 2014-2015, and make the total budget \$200,000 for the year.

Mr. Biggs thanked the Board for their dedication to the Economic Development Department.

County Manager Sauer reminded the Board that their additional investment into Economic Development could improve a number of different areas including workforce development through the community colleges, grant writing, tourism opportunities, and would allow the County to partner with other area organizations like the YMCA, and other local agencies which would also attract visitors to the County.

Special Appropriations

The County Manager recommended moving the appropriation for Vidant Bertie Hospital (indigent care funding) from the DSS budget to the special appropriations budget in order to highlight the County's contractual obligation for annual support of the hospital. There was a consensus to make this adjustment.

The Mental Health special appropriation line item was tentatively approved.

The Bertie County Public School System's special appropriation line item was tentatively approved. The Board chose to stand firm until a meeting was conducted with the Board of Education.

Other special appropriation line items that were tentatively approved include: The Roanoke River Partners, Martin Community College, Martin Community College – Bertie Campus, Roanoke-Chowan Community College, Tri-County Airport Authority, Three River’s Health Center, and the Bertie County Humane Society.

The Board then discussed Choanoke Area Development Association (CADA). After some discussion, the Board reduced this line item by \$5,200.

Additionally, the Board discussed the Roanoke River Basin. After some discussion, the Board cut \$1,500 from this special appropriations line item.

Teresa Cole, President of the Albemarle Regional Library, approached the Board with a request regarding reinstatement of operating costs for the Lawrence Memorial Library in Windsor.

Ms. Cole informed the Board that a new roof would be needed on the Lawrence Memorial Library as well as other renovations in order to be able to maintain the same facility.

Ms. Cole stated that funding had been non-existent on the County level for some time.

The Board discussed, and offered Ms. Cole the opportunity to speak to her Board about the County about restoring all operating costs of the Lawrence Memorial Library in exchange for the Albemarle Regional Library Board financing a new roof for the facility.

Ms. Cole stated that she would present the opportunity to her Board and get back with the Commissioners as soon as possible.

Other special appropriation line items that were tentatively approved include: Sallie Harrell Jenkins Library (Aulander), North Carolina Forest Service, Hope Foundation, Juvenile Detention, YMCA, RC Safe, Partnership for the Sounds, Choanoke Public Transportation Authority, Bertie-Martin Regional Jail Board, Albemarle Regional Food Bank, and Juvenile Probation.

The special appropriation line item for Highway 17 was increased from \$2,000 to \$4,000.

The special appropriation line item for the Bertie County Family Resource Center was increased from \$15,000 to \$25,000.

County Manager Sauer informed the Board that a line item of \$8,000 would need to be added for the Juvenile Crime Prevention Council (JCPC) as it was a line item that was already approved by the Board in a recent meeting, as the local match for grant funding.

Department of Social Services (DSS)

Bertie County DSS Director, Linda Speller, was present during this portion of the meeting.

Ms. Speller informed the Board that the current facility being used to house archived records has fallen into disrepair. The facility is in need of air conditioning units as well as additional security measures to protect the archived documents from damage and theft.

Mr. Speller's budget includes funds for electronic imaging and archival of these documents.

Ms. Speller also explained to the Board the reasoning involved behind the request for a staff Paralegal to assist the foster care and children's services unit.

Ms. Speller stated that Social Workers need to always be prepared for court, and that sometimes the current contracted lawyer isn't available to answer questions.

Ms. Speller also mentioned that a Paralegal is not as expensive as a traditional lawyer, and could be on staff to assist with daily needs before court as Social Workers deal with very sensitive areas such as child abuse, neglect, and foster care.

County Manager Sauer also explained that the Social Workers III supervisor position is included in the budget based on the State's recommendation dating back to 2006 that Bertie County needs to separate supervision for Adult Services from the Child Protective Services Unit.

CLOSED SESSION

After a request by County Manager Sauer, Commissioner Trent made a **MOTION** to go into Closed Session 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. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

OPEN SESSION

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

The Board returns to Open Session.

BUDGET WORK SESSION CONTINUED

Parks and Recreation Department

Parks and Recreation Department Head, Donna Mizelle, was present for this portion of the meeting.

The Board inquired about the cost of uniforms under the Parks and Recreation budget.

Ms. Mizelle stated that the uniform budget mostly consisted of uniforms and helmets for 3 different football teams with approximately 30 children per team.

The Board also inquired about the additional funding needed for utilities.

Ms. Mizelle explained that due to a bad heat pump in the Council on Aging building which holds the Parks and Recreation office, costs from repairing the heat pump contributed to Ms. Mizelle needing to transfer funding from other line items to cover utility costs through the rest of the fiscal year.

The Board also discussed Park Maintenance and Contract with Ms. Mizelle.

Ms. Mizelle explained that the Parks and Recreation Department is responsible for grading the various parks and fields as well as responsible for electrical and security systems at each one.

Commissioner Wesson inquired about the potential addition of a basketball court to the Parks and Recreation Department.

Mrs. Mizelle stated that Parks and Recreation could not duplicate services offered by the YMCA in Windsor, but that if the YMCA could no longer support the services, the Parks and Recreation Department could then take over those services.

Commissioner Wesson also inquired about the discontinued use of some of Bertie County's public schools as summer camp locations.

Ms. Mizelle informed Mr. Wesson that funding has been so severely cut that they were no longer able to afford to staff these summer camps despite the high turnout each year that they were offered in the various communities.

This budget was tentatively approved.

Legal Fees

The Board revisited the Legal Fees budget while County Attorney Lloyd Smith was present.

The Board reiterated their previous discussion regarding hiring a Paralegal to the County staff so that the Paralegal could be available for small requests leaving County Attorney Smith available for larger scale legal matters.

County Attorney Smith stated that this would be a smart business decision for the County, but that he would be in competition with the County if they were to find a Paralegal or staff attorney in the area who could satisfy those needs for the County.

The Board also asked Mr. Smith about the editing of contracts. Commissioner Trent inquired about whether or not a fee could be charged to various outside legal firms for amending various contracts.

Commissioner Trent stated he did not understand why the County should have to pay legal fees to render contracts for other firms when these other firms could front those costs themselves.

There was consensus to reduce the estimated budget for legal fees and cut \$50,000.

RECESS

The meeting was recessed and will reconvene at 5:00pm on Monday, June 16 in the 2nd floor Glass Conference Room for a pre-Budget Public Hearing Work Session.

Windsor, North Carolina
June 16, 2014 at 5:00pm
Meeting reconvened from Thursday, June 12, 2014

The Bertie County Board of Commissioners met for a Budget Work Session with Bertie County Public Schools Superintendent Elaine White and Board of Education Chair Emma Johnson. The following members were present or absent:

Present: J. Wallace Perry, Chairman
Charles L. Smith, Vice-Chairman
Rick Harrell
John Trent
Ronald "Ron" Wesson

Absent: None

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah S. Tinkham
Finance Director William Roberson

Chairman Perry opened the meeting.

Superintendent White and Board of Education Chair Emma Johnson reiterated their interest to the Board about the need for a new bus garage for the school system.

Superintendent White expressed her concern for the school system as the State has already cut \$1.6 million in funding to the public school systems, and there was a possibility that more cuts were still possible.

Ms. White also expressed concern for the local charter school as well as a potential new Christian school in the Aulander community that could provide more funding cuts to the Bertie County Public School system.

Ms. White also stated that certain programs within the school system have had to be cut under the proposed budget for FY2014-2015. Those programs included the inability to provide teacher stipends, as well as a beginning teacher program.

Superintendent White also addressed the current proposed amount to the Board of Education's capital outlay of \$100,000. She stated that there are currently 3 schools in the area needing new roofs.

Additionally, Superintendent White informed the Board that utility costs for the new high school were underestimated.

Ms. White stated that using current bills as a standard, the monthly utility costs for the new high school would be approximately \$30,000 a month.

The Board asked questions about the current bills for the new high school and discussed ways to possibly reduce them.

On another note, Ms. White reminded the Board of her interest in securing a new bus garage facility for the school system.

After a request from Superintendent White to discuss the purchase of a potential building for a new bus garage, Commissioner Trent made a **MOTION** to go into Closed Session pursuant to N.C.G.S. § 143-318.11(a)(6) to establish the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board shifted into Closed Session.

Commissioner Wesson made a **MOTION** to return to Open Session. Commissioner Harrell **SECONDED** the motion. The **MOTION PASSED** unanimously.

As per a conversation in Closed Session, Commissioner Trent made a **MOTION** to allow the Board of Education to spend \$375,000 from their fund balance to purchase and transform an existing building on County Farm Road into a new bus garage. Commissioner Trent also emphasized the desire of the Board to not use architects if at all possible. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Additionally, the Board discussed the School Board's current fund balance, and received input from Superintendent White regarding its status.

Superintendent White requested that the Board approve an additional \$216,408 increase in the School Board's capital outlay for FY 2014-2015.

After some discussion, the Board stated that they would explore the possibility of that request, and provide an answer to Ms. White as soon as possible.

Superintendent White informed the Board that she would be making remarks to the public at the FY 2014-2015 Budget Public Hearing later that evening.

There was no other discussion regarding the Board of Education.

County Manager Sauer informed the Board of the County's current fund balance that totals \$7 million. He also presented a hand out which described the latest adjustments that were made to the proposed budget.

The latest adjustments are as follows:

BERTIE COUNTY
FY 14-15 Proposed Budget Changes

	Decrease	Increase
6/9 - 6/10 ELECTIONS		
EQUIP - NON CAP.	\$ 16,100.00	\$ -
CD RESERVER (VOTING EQUIP)	\$ 75,000.00	\$ -
PUBLIC BUILDINGS & GROUNDS		
EQUIP - NON CAP.	\$ 7,831.00	\$ -
CO - VEHICLE	\$ 8,500.00	\$ -
ANIMAL CONTROL		
CO - VEHICLE	\$ 24,333.00	\$ -
MEDICAL EXAMINER	\$ 8,000.00	\$ -
Daily Subtotal:	\$ 139,764.00	\$ -
6/11/2013 SHERIFF		
UNIFORMS	\$ 8,000.00	\$ -
MAINT. - VEH	\$ 10,000.00	\$ -
EQUIP - NON CAP.	\$ 7,885.00	\$ -
EMS		
INSURANCE & BONDS	\$ 10,000.00	\$ -
Daily Subtotal:	\$ 35,885.00	\$ -
6/12/2013 SPECIAL APPROPRIATIONS		
CADA	\$ 5,200.00	\$ -
ROANOKE RIVER BASIN	\$ 1,557.00	\$ -
HWY 17 ASSOC.	\$ -	\$ 2,000.00
LAWRENCE LIBRARY	\$ -	\$ 14,000.00
FAMILY RESOURCE CENTER	\$ -	\$ 10,000.00
ECONOMIC DEVELOPMENT		
STRATEGIC INITIATIVE FUND	\$ -	\$ 103,623.00
LEGAL	\$ 50,000.00	\$ -
COUNCIL ON AGING		
CO - VEHICLE	\$ 7,000.00	\$ -
DSS		
VIDANT - INDIGENT CARE	\$ 120,000.00	\$ -
SPECIAL APPROPRIATIONS		
VIDANT - INDIGENT CARE	\$ -	\$ 120,000.00
Daily Subtotal:	\$ 183,757.00	\$ 249,623.00
GRANT RELATED ITEM - JCPC		
REVENUE		
JCPC	\$ -	\$ (90,451.00)
MISC	\$ -	\$ (302.00)
SPECIAL APPROPRIATIONS		
VOCATIONAL AND EDUCATIONAL	\$ -	\$ 38,500.00
JCPC	\$ -	\$ 27,500.00
JCPC TASK	\$ -	\$ 3,271.00
CHILDREN MATTERS	\$ -	\$ 30,200.00
	\$ -	\$ 8,718.00
GRANT RELATED ITEM - COA		
REVENUE		
Increase in projection	\$ -	\$ (53,858.00)
	\$ -	\$ (53,858.00)
GRANT RELATED ITEM - Cooperative Extension		
REVENUE		
EFNEP PROGRAM	\$ -	\$ (24,000.00)
	\$ -	\$ (24,000.00)
Grant Related Subtotal:	\$ -	\$ (69,140.00)
Grand Totals	\$ 359,406.00	\$ 180,483.00
Total Change in Budget	\$178,923.00	
TAX RATE PER PENNY	\$115,111.00	
	1.55 ¢	

Additionally, the Board discussed various department fee schedules, as well as the possibility of a cost of living, or across the board adjustment for County employees.

The meeting adjourned at 6:45pm.

**Windsor, North Carolina
June 16, 2014
Regular Meeting**

The Bertie County Board of Commissioners met for their regularly scheduled meeting at 7:00PM in the Commissioners Room located at 106 Dundee Street Windsor, NC. The meeting was recessed from June 2, 2014. The following members were present or absent:

Present: J. Wallace Perry, Chairman
Charles L. Smith, Vice-Chairman
Rick Harrell
John Trent
Ronald "Ron" Wesson

Absent: None

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah S. Tinkham
Network Administrator Scott Pearce
Finance Director William Roberson
Emergency Services Director Mitch Cooper
Emergency Medical Services Director Matt Leicester
Cooperative Extension Director Richard Rhodes
Register of Deeds Annie Wilson
Department of Social Services Linda Speller

Media members present included Gene Motley of the Roanoke-Chowan News Herald and Thadd White of the Bertie-Ledger Advance.

Chairman Perry opened the meeting and thanked all of those present for their attendance.

INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Harrell led the Invocation and Pledge of Allegiance.

PUBLIC COMMENTS

Chairman Perry opened the floor to Public Comments.

Gary Terry of US 13 N thanked Chairman Perry for his service on the Board, as well as for his years as the Bertie County Sheriff.

Mr. Terry stated that the proposed 10 cent tax increase was too high and that the County should be living “within its means like everyone else.”

Mr. Terry also commented on the services being provided to the County by the Parks and Recreation Department, Veteran’s Services, as well as his belief that the Board of Commissioners should be receiving less pay.

Superintendent White approached the Board, and informed the public that the current proposed budget is “inadequate” for the Bertie County Public System because due to a \$1.6 million decrease in funding from the State, the current County budget would force the Board of Education to cut more teaching, assistant principal, and social worker positions. She also added that more funding cuts are possible, and that new charter and Christian schools in the area could also signify more funding loss for the public school system. She also informed the public present that due to unforeseen circumstances, utility costs for the new high school will reach approximately \$26,000 per month. Additionally, she reported that the school system will be funding a new bus garage facility out of their fund balance, and that the Board of Commissioners and the Board of Education will soon be meeting to discuss the future of the Bertie County Public School System.

Teresa Cole, Director of the Albemarle Regional Library, approached the Board with news regarding her last visit to one of the Board’s Budget Work Sessions. She stated that she had spoken to her Board, and that the Board has agreed to fund the replacement of a new roof for the Lawrence Public Library in return for the County to restore operating costs of the Lawrence Public Library.

Dr. Turner B. Sutton, President of the Historic Hope Foundation, approached the Board about the Hope Plantation, and its role in Economic Development in the County. He stated that the plantation provides more “visibility” to the County through its various programs. Dr. Sutton requested the County’s support during the FY 2014-2015.

Stewart White of Perrytown Road, expressed his concern about the budding non-emergency transport program in the County, and that he believed the County should form a committee with the other franchise companies in order to promote unity, and not the loss of jobs among the existing non-emergency transport companies.

Patricia Ferguson, Chairman of the Bertie County African American Caucus, approached the Board with recommendations regarding the County’s Special Appropriations for various non-profits including the Choanoke Area Development Association (CADA), Roanoke Chowan Safe, Food Bank of the Albemarle, and other organizations that emphasize the value of preventing poverty.

Sallie Surface, the Executive Director of CADA, thanked the Board for their support in recent years, and stated that whatever the County invests will be used to serve the residents of the County as the County and CADA “share the same vision to make a difference” in Bertie County.

Mrs. Vivian Saunders, Director of the Bertie County Family Resource Center thanked the Board for their support and encouraged them to “not forget the area’s non-profits.”

Donnie Dunlow of Hoggard Mill Road in Windsor stated that the County should not continue to “bleed the taxpayers,” for the sake of more schools as some students still remain “ignorant” after graduation. He also stated that the citizens of the County have been burdened enough with taxes.

Dr. Michael Elam, President of the Roanoke Chowan Community College, informed the public of the history of his relationship with the Board. He stated that the three concerns that the Board expressed to him upon his assuming of the President position included the relationship between the County and the Community College, a satellite campus in Bertie, and representation on the RCCC Board of Directors. Dr. Elam stated how he had fulfilled and satisfied all requests including securing a Bertie County resident to the RCCC Board of Directors. He also requested that the Board consider reinstating funding to RCCC, and that he desired to closely work with the Board in the future.

Alton Parker, a member of the Bertie County Board of Education, requested that the Board reconsider funding for the Bertie County Public School System, and that Bertie County really needs to “get the ball rolling” on Economic Development.

Latricia Hines, a Social Worker for the Bertie County Department of Social Services, requested that the Board put “their feet in her shoes,” and that she makes a lot of referrals from DSS to the area’s non-profits, and to please support the non-profits and DSS in all that they do each day.

Dr. Ann Britt, President of Martin Community College (MCC), came before the Board to only request the operating costs for the Bertie Campus of MCC, and thanked the Board for their support.

Norman Cherry, former Bertie County Commissioner, approached the Board with his concerns regarding an education. He stated that an “occupation starts with an education,” and that if the County couldn’t increase the funding to the public school system then it should at least “maintain funding.”

There were no other remarks during this section.

Chairman Perry stated that the Board was working diligently to balance the budget, and that the Board would do what they could for all of those requesting funding. He also stated that the Board is committed to the budget, and assured those present that the budget is not yet completed.

Commissioner Wesson thanked all of those present for their time, and assured the public as well that the Board has not yet finished their budget deliberations.

Vice Chairman Smith asked that the public pray for the Board, and to be patient as the Board will do its best to be fair to all, and to keep taxes as manageable as possible.

Chairman Perry closed the floor to Public Comments.

CONSENT

Minutes 6-2-14

This matter was tabled in order to wait for feedback from the County Attorney.

Accept Register of Deeds Fees Report – May 2014

County Manger Sauer recommended this item for approval.

Commissioner Wesson made a **MOTION** to approve the Register of Deeds Fees Report for May 2014. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Accept corrected Tax Department Error Ledger for April 2014

Commissioner Wesson made a **MOTION** to accept the corrected Tax Department Error Ledger for April 2014. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

DISCUSSION

Community Meeting Schedule – July 2014

County Manager Sauer presented a proposed schedule for the remained of 2014 in regards to the Board's Community Meetings.

After some discussion, the Board voted to approve the proposed Community Meeting schedule with changes.

Commissioner Harrell made a **MOTION** to approve the proposed Community Meeting schedule with changes. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

The approved Community Meeting schedule is as follows (pending availability of each location, working on scheduling each location now – will paste in when it's official):

COUNTRY MANAGER'S REPORT

County Manager Sauer reminded the Board to recess the meeting until Wednesday, June 18, 2014 as the Board will meeting for a Budget Work Session in the same location.

PUBLIC COMMENTS CONTINUED

Monica Lassiter of Governor's Road asked if the County Attorney should be present for this meeting.

Chairman Perry stated that due to circumstances beyond the County Attorney's control, an attorney was not available to be present this evening.

Commissioner Wesson reiterated to the public that all Commissioners' meeting recordings were now available online.

Terry Pratt of the Fisheries Commission stated that he was working hard to find solutions to the Countys current water and fishery issues.

Commissioner Wesson inquired about hydrilla (alligator weed), and asked if the organization had found a solution to the problem on the Roanoke River.

Mr. Pratt stated that he had not yet found a solution but stated that it would be difficult to find a solution since it's mostly an underwater vegetation. Any chemicals used to kill it could produce problems for the water supply.

Gary Terry re-approached the Board regarding a new proposed policy by the Obama Administration regarding the cost of wood heaters. He requested that the Board sign a Resolution to help prevent this bill from passing as it could severely hinder the availability of wood heat to citizens in the County.

There were no other Public Comments in this section.

RECESS

Chairman Perry recessed the meeting until Wednesday, June 18, 2014 at 10:00am as the Board will meet for a Budget Work Session in the same location.

**Windsor, North Carolina
June 18, 2014
Budget Work Session
Recessed from June 2, 2014**

The Bertie County Board of Commissioners met for a Budget Work Session in the Commissioners Room located at 106 Dundee Street Windsor, NC. The June 2, 2014 regular meeting was recessed in order to provide an opportunity for the Board to meeting in various Budget Work Sessions. The following members were present or absent:

Present: J. Wallace Perry, Chairman
Charles L. Smith, Vice-Chairman
John Trent
Ronald "Ron" Wesson

Absent: Rick Harrell

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah S. Tinkham
Finance Director William Roberson

There were no Media Members present.

Staff Members present for a portion of the meeting included: Water Department Director Ricky Spivey, and Utility Customer Service Manager Connie Coburn.

Chairman Perry opened the meeting and thanked all of those present for their attendance.

INVOCATION/PLEDGE OF ALLEGIANCE

Chairman Perry led the Invocation and Pledge of Allegiance.

BUDGET WORK SESSION

Latest Cuts/NC Education Lottery Funds

County Manager Sauer re-distributed a hand out of the latest cuts that have been made to the proposed FY2014-2015 Budget.

Mr. Sauer added that if the new, proposed fee schedules were approved for each department that more revenue would be created for the County especially in regards to Planning and Inspections, with increased inspection permit fees generating an additional \$56,000.

In total, the current cuts that have been made to the proposed budget total \$178,923.

The Board discussed North Carolina Education Lottery funds, and these funds could allow the Board to award the Board of Education with an additional \$216,408 in capital outlay as requested by Superintendent Elaine White.

SHERIFF'S OFFICE

County Manager Sauer also reiterated to the Board about the importance of the Sheriff's budget in regards to additional staffing positions, vehicles, and uniforms.

The Board also revisited the topic of School Resource Officers, and discussed the process of receiving reimbursement for a portion of those salaries from the Board of Education.

Three School Resource Officers are currently accounted for in the County's budget.

After much discussion, there was consensus to reduce the line item for uniforms by an additional \$12,000 and to reduce the capital outlay for vehicles by \$22,948.

DEPARTMENT OF SOCIAL SERVICES (DSS)

County Manager Sauer also revisited the requests from DSS regarding a full-time, staff Paralegal as well as an additional supervisor.

ADDITIONAL REVENUES

County Manager Sauer distributed a letter from the U.S. Department of the Interior detailing that a check for \$52,632 is pending as a payment in lieu of taxes for federal wildlife refuge lands in Bertie County. Only \$30,000 was anticipated, so this was good news.

WATER DEPARTMENT – RODNEY TART, GREEN ENGINEERING

Water Department Director Ricky Spivey and Utility Customer Service Manager Connie Coburn were present for this portion of the meeting.

Rodney Tart, Director of Business Development at Green Engineering, presented a potential fee schedule to the Board regarding water usage and rates.

Mr. Tart also assured the Board that a full report of the current operations of their water system would be available soon.

Mr. Tart summarized the County's annual water sales of 288,000,000 gallons last year, noting that nearly two thirds or 191,040,000 gallons were consumed by residential customers. He also explained the calculation for determining the cost of operation and maintenance, excluding debt service, is \$4.48 per 1,000 gallons versus the current rate pricing of \$3.25 per 1,000 gallons. To remedy the cost differential, Green Engineering is recommending a new rate structure for all customers using residential, commercial, municipal, industrial and institutional fee charges.

Mr. Tart recommended a flat monthly residential rate of \$16.50 which is a reduction from the current \$20 minimum for debt service. The current \$20 monthly rate includes the first 2,000 gallons for the customer's use at no charge. Green Engineering is recommending that the flat monthly residential rate reflect debt service only with no allowance for "free" water usage. Under the recommended scenarios, all residential, commercial, municipal, industrial and institutional use will be billed at \$4.50 per 1,000 gallons.

The Board examined a spreadsheet depicting Bertie's current and recommended FY 2014-2015 rates as compared with Northampton County, Hertford County, Martin County, Columbus County and Green County. Several Commissioners expressed concern that the rate impact for low volume users would be too much of a burden, even when compared with the other county water rates.

Several Commissioners suggested rate changes that Mr. Tart was able to address using the rate calculation spreadsheet which was projected on the wall, in addition to the initial handouts given to the Board. Mr. Tart also explained the calculations for incorporating debt recovery based on the water connection tap size which determines the flow and capacity of water for each customer. In particular, there was a focused discussion regarding the establishment of a debt recovery methodology for the largest volume customers, especially the State prison.

After much discussion, there was consensus to reduce the monthly flat fee of \$20 to \$15.53 which reflects the actual cost of debt service based on the existing residential customers in the water system. There was also consensus to adjust the commercial flat rate to \$27 per month; the Lewiston (municipal rate) will be treated the same as residential; the industrial flat rate will be \$469.40 per month; and the institutional flat rate will be \$5,301.66 beginning July 1st 2014. Pricing for the volumetric rate of water used (per 1,000 gallons) will be \$4.50 for residential (including Lewiston); \$4.75 for Commercial (tap size 2 inches); \$4.75 for industrial customers; and \$6.55 for institutional customers.

There was also discussion about the need to review and update water purchase agreements, especially for those jurisdictions which will be impacted such as the Town of Lewiston and Hertford County. There was also discussion and clarification that these agreements were previously adopted by the Board.

County Manager Sauer reminded the Board that the ability to address the capital outlay needs of the water system, and to make necessary repairs in the next fiscal year, the operating budget is based on water rate increases as recommended by Green Engineering. Given the extensive list of capital equipment requested by Mr. Spivey, a cap of \$150,000 was recommended by the County Manager for capital outlay, and all purchases will be reviewed by the Board.

Commissioner Wesson made a **MOTION** for Mr. Spivey to be able to receive and purchase equipment for his Department not exceeding more than \$150,000, and that approval must be given by the Board before any money is expended. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Chairman Perry recessed the meeting until 1:30pm.

BUDGET WORK SESSION CONTINUED

Bertie County Public Schools

County Manager Sauer reiterated to the Board about the request submitted by Superintendent White regarding the additional \$216,409 to the Board of Education's capital outlay which would then put the total budgeted amount at \$316,409.

This adjustment suggested by Superintendent White is based on using state lottery funds for the entire capital amount of \$316,409 which results in a net savings to the General Fund of \$100,000.

After some discussion, Commissioner Wesson made a **MOTION** to approve the additional \$216,409 be submitted to the Board of Education's capital outlay fund in addition to the original proposed amount of \$100,000. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously. It was further clarified and understood by the Board that the County would draw down all available state lottery funds estimated at \$510,000.

Telephone Charges

Commissioner Wesson expressed concerns about the current cost of long distance calling. Commissioner Wesson inquired about recuperating some of these costs, and wondered about the cost savings of switching to an upgraded phone system.

Finance Officer William Roberson stated that the current system be replaced with an automated system which would be a money saver in the regard of maintenance. The current system typically requires parts that have to be specially made which drives up costs in this particular line item.

County Manager Sauer assured the Board that Scott Pearce of the Information Technology Center could approach the Board with different vendors and pricing, and could also wait for approval from the Board in regards to price.

The Board cut an amount of \$48,000 from the capital outlay line item.

County Employee Pay Increases

County Manager Sauer explained that in the proposed budget, there is currently \$250,000 in total possible salary adjustments for staff based on health insurance cost estimates which yielded a savings due to rate adjustments for employee insurance.

County Manager Sauer reiterated to the Board that raises could be given "across the board" rather than a cost of living increase up to 7% of the current salaries. Mr. Sauer also reiterated his suggestion about making any salary adjustments for those that were employed on or before July

1, 2013 and excluding Emergency Services personnel. This 4% raise would move each of the affected employees within the existing pay scale

It was further noted that the pay plan will not be adjusted and increased by four percent, as is typically done for a cost of living adjustment. Hiring rates will remain at the current level, and the “market rate” adjustment will assist in addressing compression of salaries for new employees with long term staff.

After some discussion, Commissioner Trent made a **MOTION** to approve a 4% pay raise to County employees hired on or before July 1, 2013 and excluding Emergency Services personnel. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Sheriff’s Department – Electronic Monitoring

The Board revisited the opportunity for a pre-trial inmate, electronic monitoring system.

The Board came to a consensus to meet with the Sheriff and Court officials to discuss this opportunity, as well as other options for a possible savings for the Bertie-Martin Regional Jail.

NaCo Voting Delegate – July 2014

The Board discussed a voting delegate for the 2014 NaCo Annual Conference that will be held on July 11-14, 2014 in Orleans Parish, LA.

Chairman Perry made a **MOTION** to elect Commissioner Wesson as voting delegate for Bertie County at the 2014 NaCo Annual Conference. Commissioner Trent and Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

RECESS

Chairman Perry recessed the meeting for Thursday, June 26, 2014. The meeting will be to review the Budget Ordinance, based on all of the changes which occurred by vote or by consensus during the work sessions, and to approve the budget for FY 2014-2015.

Windsor, North Carolina
June 26, 2014
Budget Adoption
Recessed from June 16, 2014

The Bertie County Board of Commissioners met to adopt the FY2014-2015 Budget in the Commissioners Room located at 106 Dundee Street Windsor, NC. The June 16, 2014 regular meeting was recessed in order for the Board to convene on this day for budget adoption. The following members were present or absent:

Present: J. Wallace Perry, Chairman
Charles L. Smith, Vice-Chairman
John Trent
Ronald "Ron" Wesson

Absent: Rick Harrell

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah S. Tinkham
Finance Director William Roberson
Assistant County Attorney Jonathan Huddleston
Maintenance Director Anthony Rascoe
Water Department Director Ricky Spivey
Tax Administrator Jodi Rhea
Utility Customer Service Manager Connie Coburn
Information Technology Director Scott Pearce
Economic Development Director Steve Biggs
Emergency Services Director Mitch Cooper
Department of Social Services Director Linda Speller
Soil and Water Conservation Dianne Cowand
Register of Deeds Annie Wilson

Media members present included Thadd White of the Bertie-Ledger Advance and Gene Motley of the Roanoke Chowan News Herald.

Chairman Perry opened the meeting and thanked all of those present for their attendance.

INVOCATION AND PLEDGE OF ALLEGIANCE

Commissioner Wesson gave the Invocation and Pledge of Allegiance.

FY2014-2015 Budget Adoption

County Manager Sauer reiterated to the Board that the budget ordinance being proposed encompasses all of the Board's recent Budget Work Sessions including motions, points of consensus, and recommendations.

County Manager Saur also announced that this ordinance would hold the tax rate steady at \$0.84.

Chairman Perry called for a motion to adopt the FY2014-2015 Budget Ordinance.

Commissioner Wesson made a **MOTION** to adopt the FY2014-2014 Budget Ordinance as presented by the County Manager. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

The fully executed budget ordinance (including the newest fee schedules for County departments) will be in full effect beginning July 1, 2014. The documents read as follows:

**BERTIE COUNTY, NORTH CAROLINA
2014-2015 BUDGET ORDINANCE**

AN ORDINANCE ADOPTING THE ANNUAL BUDGET AND SETTING THE TAX RATE FOR THE COUNTY OF BERTIE FOR THE FISCAL YEAR 2014-2015.

WHEREAS, Article 3 of Chapter 159 of the North Carolina General Statutes (NCGS), requires local governments in North Carolina to adopt ordinances establishing an annual budget, in accordance with procedures established in said Article 3, and

WHEREAS, the Bertie County Board of Commissioners, following a public hearing as required by law has considered the proposed annual budget for Bertie County for the 2014-2015 Fiscal Year.

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF BERTIE, NORTH CAROLINA:

SECTION 1. REVENUES: It is estimated that the revenues and Fund Balances of the funds hereafter listed will be available for the fiscal year beginning July 1, 2014, and ending June 30, 2015, to finance the appropriations set forth in SECTION 2 and in accordance with the chart of accounts established for Bertie County:

GENERAL FUND		
Ad Valorem-Prior Years	\$	152,500
Motor Vehicle-Prior Years	\$	110,100
Motor Vehicle-2013 Year	\$	54,000
Penalties and Interest	\$	95,000
Sales Tax -1% Pt of Collection	\$	325,000
1/2 Cent Sales Tax Article 40	\$	825,000
1/2 Cent Sales Tax Article 42	\$	350,000
Payment in Lieu of Taxes-Federal Land	\$	28,000
Other Taxes	\$	55,300
Unrestricted Intergovernmental	\$	102,000
Restricted Intergovernmental	\$	731,079
Permits & Fees	\$	275,350
Medical Service Fees	\$	1,350,396
Non-Emergency Transport Fees	\$	1,244,175
Landfill Fees	\$	1,665,000
Sales & Service	\$	71,501
Miscellaneous	\$	184,300
Interest Earned	\$	20,000
Indirect Cost Water Systems	\$	135,000
Transfers from Lottery	\$	316,409
Transfers from School Capital Reserve	\$	1,505,485
FUND BALANCE APPROPRIATED	\$	574,527
AD VALOREM TAXES	\$	8,711,777
MOTOR VEHICLE TAXES	\$	947,520
GENERAL FUND REVENUES		<u>\$ 19,829,419</u>
SOCIAL SERVICES FUND		
State and Federal Assistance	\$	3,547,772
Transfer from General Fund	\$	1,325,150

SOCIAL SERVICES FUND REVENUES		<u>\$ 4,872,922</u>
911 WIRE/WIRELESS FUND		
Interest Earned	\$ 500	
User Charges and Fees	\$ 120,560	
FUND BALANCE APPROPRIATED	\$ 99,588	
911 WIRE/WIRELESS FUND REVENUE		<u>\$ 220,648</u>
LOTTERY FUND		
Lottery Proceeds	\$ 510,000	
LOTTERY FUNDL		<u>\$ 510,000</u>
CAPITAL SCHOOL RESERVE FUND		
Capital School Reserve	\$ 1,505,485	
CAPITAL SCHOOL RESERVE FUND		<u>\$ 1,505,485</u>
REVALUATION FUND		
Transfer from General Fund	\$ 50,000	
REVALUATION FUND REVENUES		<u>\$ 50,000</u>
DEBT SERVICE		
Transfer From General Fund-QZAB-School	\$ 212,181	
Transfer From Gen Fund-QZAB-Brt High	\$ 109,461	
Transfer From Gen Fund-Middle School	\$ 484,510	
Transfer From Gen Fund-Health Building	\$ 76,685	
Transfer From General Fund-DSS-Building	\$ 262,064	
Transfer From General Fund-BHS-2012A	\$ 841,461	
Transfer From General Fund-BHS-2012B	\$ 359,175	
DEBT SERVICE FUND REVENUES		<u>\$ 2,345,537</u>
COUNTY WATER DISTRICTS FUND		
Sale of Water & Fees-District I	\$ 385,200	
Sale of Water & Fees-District II	\$ 811,326	
Sale of Water & Fees-District III	\$ 550,288	
Sale of Water & Fees-District IV	\$ 491,200	
COUNTY WATER DISTRICTS REVENUES		<u>\$ 2,238,014</u>
BERTIE TELEPHONE SYSTEM		
User and Miscellaneous Charges	\$ 70,000	
BERTIE TELEPHONE SYSTEM REVENUES		<u>\$ 70,000</u>
TOTAL REVENUES		<u>\$ 31,642,025</u>

SECTION 2. APPROPRIATIONS: The following amounts are hereby appropriated for the operation of Bertie County Government and its departments and agencies for the fiscal year beginning July 1, 2014, and ending June 30, 2015. The Finance Director is authorized to make transfers from one appropriation to another within the same fund, excluding salary line items, which require approval of the County Manager. Amendments/transfers that increase the fund total must have Board approval. Purchase orders and contracts that are not complete and remain as encumbrances outstanding at June 30, 2014, shall be reclassified as "continuing contracts." As such they shall be disencumbered and immediately re-encumbered against the following year appropriations.

GENERAL FUND

Governing Body	\$	196,718
Administration	\$	231,173
Finance	\$	297,525
Tax	\$	670,507
Legal	\$	135,000
Court Facilities	\$	85,372
Elections	\$	142,655
Register of Deeds	\$	294,339
Public Buildings & Grounds	\$	534,761
Data Center	\$	210,077
Sheriff	\$	2,536,933
Communications	\$	459,739
Emergency Management	\$	384,730
Emergency Medical Service	\$	1,854,561
Non-Emergency Transport	\$	701,457
Planning/Building Inspections	\$	322,050
Litter Enforcement/Animal Control	\$	118,777
Solid Waste	\$	526,180
Economic Development	\$	200,000
Cooperative Extension	\$	183,772
Soil Conservation	\$	71,019
Health	\$	97,200
Veterans Service Office	\$	26,092
Council on Aging/Nutrition	\$	492,448
Parks & Recreation	\$	224,890
Transfers-Social Services	\$	1,325,150
Transfers-Revaluation	\$	60,000
Transfers-Debt-QZAB	\$	212,181
Transfers-Debt-Middle School	\$	484,510
Transfers-Debt-DSS	\$	262,064
Transfers-Debt-QZAB-Bertie High	\$	109,461
Transfers-Debt-Health	\$	76,685
Transfers-Debt-Bertie High (New)	\$	1,200,635
Transfers-Capital School Reserve	\$	285,000
Appropriations-Other Agencies	\$	4,825,757
GENERAL FUND APPROPRIATIONS		\$ 19,829,419
SOCIAL SERVICES FUND		
Social Services	\$	4,872,922
SOCIAL SERVICES FUND APPROPRIATIONS		\$ 4,872,922

911 WIRE/WIRELESS FUND		
911 Wire/Wireless Fees	\$	220,648
911 WIRE/WIRELESS APPROPRIATIONS		<u>\$ 220,648</u>
LOTTERY		
Lottery Proceeds	\$	510,000
LOTTERY FUND APPROPRIATIONS		<u>\$ 510,000</u>
CAPITAL SCHOOL RESERVE FUND		
Capital School Reserve	\$	1,505,485
CAPITAL SCHOOL RESERVE FUND APPROPRIATIONS		<u>\$ 1,505,485</u>
REVALUATION FUND		
Revaluation	\$	50,000
REVALUATION FUND APPROPRIATIONS		<u>\$ 50,000</u>
DEBT SERVICE FUND		
Debt Service Payments	\$	2,345,537
DEBT SERVICE FUND APPROPRIATIONS		<u>\$ 2,345,537</u>
COUNTY WATER DISTRICTS FUND		
System Operations-District I	\$	385,200
System Operations-District II	\$	811,326
System Operations-District III	\$	550,288
System Operations-District IV	\$	491,200
COUNTY WATER DISTRICTS APPROPRIATIONS		<u>\$ 2,238,014</u>
BERTIE TELEPHONE SYSTEM		
User and Miscellaneous Charges	\$	70,000
BERTIE TELEPHONE SYSTEM APPROPRIATIONS		<u>\$ 70,000</u>
TOTAL APPROPRIATIONS		<u>\$ 31,642,025</u>

SECTION 3. School Funding

The Bertie County Schools Current Expense Fund appropriation in the amount of \$2,503,000.00 is contained within the General Fund and shall be paid to the Bertie County Schools in twelve (12) equal monthly installments.

The Bertie County Schools Capital Outlay Fund appropriation of \$316,409.00 is contained within the General Fund and shall be paid to the Bertie County Schools as needed for payment of invoices. The source of funding for school capital outlay in FY2014-2015 is State Lottery revenue. All unused funds shall transfer to the School Capital Reserve Fund.

SECTION 4. AD VALOREM TAX LEVY: There is hereby levied for the fiscal year 2014-2015 an ad valorem property tax on all property having a situs in Bertie County as listed for taxes as of January 1, 2014 at a rate of eighty four (84) cents per one hundred (100) dollars assessed value of such property pursuant to and in accordance with the Machinery Act of Chapter 105 of the North Carolina General Statutes and other applicable laws.

The estimated ad valorem property tax set out in SECTION 1 of this ordinance is based on an estimated property value of \$1,283,109,341.00 (\$1,163,109,341.00 for real and personal property and public utilities, and \$120,000,000.00 for motor vehicles) and an estimated collection rate of 95.0% for real and personal property and 96.0% for motor vehicles. The collection rate for the audited FY 2012-2013 collection rates of 98.0% for real and personal property and public utilities and 76.0% for motor vehicles. For purposes of estimating next year's property tax revenues, this proposed budget assumes a collection rate of 95% for real and personal property and 96.0% for motor vehicles. The increase in motor vehicles collection rate is estimated to increase due to converting to the State of North Carolina, Department of Motor Vehicles collecting the current year motor vehicle property tax at the time of license plate purchase.

SECTION 5. SCHEDULE OF FEES – The Annual Fee Schedule, which is attached to this ordinance, sets all fees authorized to be charged by the County for County goods, services or other functions provided by County personnel, equipment, including consultation and other such activities; and, is hereby approved.

SECTION 6. LEVY OF PRIVILEGE LICENSES AND OTHER TAXES: There is hereby levied all County Privilege Licenses and Taxes, and fees as provided in the ordinances and resolutions duly adopted by the Board of Commissioners of Bertie County.

SECTION 7. DISTRIBUTION: Copies of this Budget Ordinance shall be furnished to the Finance Director, County Manager, Board of Education and Tax Assessor for direction in the carrying out of their duties.

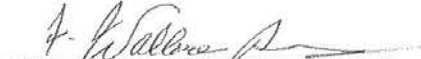
SECTION 8. SPECIAL INSTRUCTIONS: Filling budgeted vacancies for FY 2014-2015 will be jointly approved by the County Manager and the Department Head. If disagreement occurs between the County Manager and Department Head, appeal may be made to the Board of Commissioners. Vacancies may be filled by allowing credit during salary negotiations for experience with local government employment or previous professional experience.

Effective July 1, 2014 the Board of Commissioners is granting a four percent (4%) market based salary adjustment for employees hired before June 30, 2013. This salary increase is not a cost-of-living-adjustment (COLA) and will not impact the salary pay plan, and hiring rates will not be adjusted. Employees hired after June 30, 2013 will be treated according to the County's Personnel Policy, and otherwise will not receive the four percent market based salary adjustment. Specifically, all Emergency Services related personnel are excluded from this salary change.


SECTION 9. EFFECTIVE DATE

That this ordinance shall be in full force and effect on July 1, 2014.

Adopted this the 26th day of June, 2014:



J. Wallace Perry, Chairman



Sarah S. Tinkham, Clerk to the Board



William Roberson, Finance Director

BERTIE COUNTY PLANNING & INSPECTIONS FEE SCHEDULE 2014-2015

Residential

	\$ per sq foot/Other	Minimum			
Construction	\$0.20	\$ 40.00			
Construction (Other*)	\$0.10	\$ 30.00	* Unheated area or accessory structure		
			SW	DW	TW
	\$50/MH Recycling				
Manufactured Home	AMH	\$ 100.00		\$125	\$150
Modular (On-frame)	\$0.20	\$ 40.00			
Modular (Off-frame)	\$0.20	\$ 40.00			
Electrical (0-200 AMP)	n/a	\$ 50.00			
(Each additional 200 AMP)	n/a	\$ 10.00			
Elec (Temp Service)	n/a	\$ 50.00			
	\$5 per additional				
Plumbing	fixture **	\$ 40.00	**Minimum rate includes 1 full kitchen & 1 full bath		
Mechanical	n/a	\$ 40.00			
Insulation	n/a	\$ 40.00			
Reinspection	n/a	\$ 40.00	Must be paid before reinspection		
Solar Power (Residential Panels)					
	\$75 per panel	\$ 50.00	Elec. Permit required for amperage		

Commercial

	\$ per sq foot	Minimum			
Construction	\$0.25	\$ 50.00			
Electrical	\$0.15	\$ 50.00			
(Each additional 200 AMP)	n/a	\$ 10.00			
Elec (Temp Service)	n/a	\$ 50.00			
	\$5 per additional				
Plumbing	fixture **	\$ 50.00	**Minimum rate includes 1 full kitchen & 1 full bath		
Mechanical	n/a	\$ 50.00			
Insulation	n/a	\$ 50.00			
Reinspection	n/a	\$ 40.00	Must be paid before reinspection		

Communication Towers

Tower	n/a	\$1,000
Tower Building	\$0.25	\$50.00
Colocations	n/a	\$250.00

Solar Farms \$0.35 per panel \$1,000.00 Electrical permits also required

Flat Rate Fees

Open Sheds, Piers, Gazebos	\$40.00
Moving (Structures, Houses)	\$40.00
Demolition (No Change)	\$25.00
Structural Inspection for CO	\$50.00
(Bldg & Fire for reopenings of businesses & home daycares)	
Fire Inspections	\$50.00
Gas Installation	\$40.00

Planning Fees

Minor Subdivisions	\$50 per lot	
Major Preliminary	\$200 + \$5 per lot	
Major Final <i>(No Change)</i>	\$25 per lot	
PUD Master Plans	\$1,200 (up to 1,000 units)	(Add \$5 per unit over 1,000)
PUD Preliminary	\$200 + \$5 per lot	
PUD Final <i>(No Change)</i>	\$5 per unit & \$25 per SF lot	

Level of Service	HCPCS Code	Price
ALS 1 Emergency	A0427	\$600.00
ALS Non-Emergency	A0426	\$400.00
ALS Level 2 Emergency	A0433	\$800.00
BLS Emergency	A0429	\$500.00
BLS Non-Emergency	A0428	\$400.00
Specialty Care Transport	A0434	\$900.00
Mileage	A0425	\$13.00

BERTIE COUNTY BOARD OF ELECTIONS

210 W. Watson Street
Post Office Box 312
Windsor, North Carolina 27983

VOTER RECORDS INFORMATION REQUEST FORM
NCGS 163-82.10

I, _____, hereby request the following voter record details:
(Please be specific)

___ Computer Printout: Voter Registration List – Complete list or Partial List: 5 cents per page

___ Electronic Copies: CD: \$ 15.00

___ E-mail (FREE) Provide e-mail address: _____

___ Voter Registration/History Statistics
Election Date Requested: _____

Total Amount due: \$ _____ Paid by: Cash ___ Money Order ___ Check # _____

PAYMENT IS DUE WHEN REQUEST IS SUBMITTED.
Please make your check or money order payable to the Bertie County Board of Elections.

Signature of requester: _____

Date of Request: _____

If information is to be mailed provide mailing address:

Mailing: _____ City, State, Zip _____

If there are questions, we can be contacted by:

Telephone: 252-794-5306

Fax: 252-794-5368

e-mail: sheila.holloman@bertie.nc.gov

Please submit this request form by mail to the Bertie County Board of Elections, PO Box 312, Windsor, NC 27983.

Agreement for Use of Senior Center Gym

The following rules will apply when using the Senior Center:

1. Arrangements will be made with the Senior Center staff regarding set up times.
2. Maximum occupancy of the gym is 370 persons. Exceeding this limit is unlawful.
3. Extension cords must meet existing fire codes.
4. No scotch tape or nails will be used on the walls. Masking tape use only.
5. **DO NOT** drag tables or chairs across floor.
6. If any problems are noted with building (i.e., heating, ac, plumbing, etc), please report these to maintenance At (252) 724-1685 as soon as possible.
7. If Senior Center chairs are used, please restack them in a neat and orderly manner, 10 chairs to a stack and on the chair dolly. If Senior Center tables are used, please place them on the table truck and return to the closet. Please note exceptions in agreement # 15.
8. If food is served, please be sure tables and floors are clean.
9. Alcoholic beverages and smoking are not allowed and are strictly prohibited.
10. The stage floor is easily marked. Please be sure floor is clean.
11. When leaving the building, be sure the heat is set on 70 or the air conditioning is set on 74, based on the season.
12. The Senior Center gym must be clean by 8:30 am on the following working day, unless prior arrangements have been made with the Senior Center Director. If the gym is not clean there will be a minimum \$50.00 additional charge for cleaning.
13. User is responsible **and** will be charged for any damages done to building or furnishings.
14. The key will be returned the following working day.
15. When vacating the Senior Center, the following order of chairs and tables must be maintained. One table should be placed by the water cooler and 2 tables by the stairs on each side wall. Put all brown chairs on dolly with brown chairs and all gold chairs with gold chairs. Place gold chairs in closet and brown chairs on the same side wall as the water cooler. Please **DO NOT** cover air vents.
16. **DO NOT** put hot items directly on tables. Use hot pads, towels, etc. for hot items.

I agree to abide by the above rules, and if they are not met, will be prepared to pay for the damages. Failure to abide by these rules not only can result in loss of organization's privilege to rent the Senior Center.

Date

Signature

Date Gym will be used

Organization

Revised October 2013

Bertie County Senior Center Use Policies

The Bertie County Senior Center was developed for the use of Bertie County Senior Citizens.

The Senior Center Gym can be used by the following organizations (by priority) after arrangements have been made with the Council on Aging Staff.

Bertie County Senior Citizens (no charge)

Bertie County Government Agencies (no charge)

N.C. State Agencies (no charge)

County/State Educational Institutions (no charge)

Non Profit Organizations and Businesses may rent the Senior Center for \$100.00 a day

Religious services are not allowed as this property is governmental property.

Alcoholic beverages and smoking are not allowed and are strictly prohibited.

Admission will only be allowed to cover the direct cost of programs.

Anyone requesting the use of the Senior Center must sign and abide by the "Agreement for use of the Senior Center Gym."

Failure to abide by the "Agreement for use of the Senior Center Guidelines" can result in loss of organization's privilege to rent the Senior Center.

Revised October 2013

Bertie County Recreation Department

Rental Fees and Charges

*Rental time requested should include time to set up and clean up
No set up or clean up is provided for rentals at Bertie County Recreation Complex*

Ball Fields (As Is)				
\$25 Deposit				
Lights are an additional \$15/hour				
	<u>Hour</u>	<u>6 Hours</u>	<u>12 Hours</u>	<u>Weekend</u>
Res.	\$10.00	\$50.00	\$80.00	\$150.00
Non Res.	\$18.00	\$58.00	\$100.00	\$225.00

Ball Fields (Dressed) Additional \$10.00 fee

Sports registration \$20.00 per child
Adult sports registration \$250.00 per team
Concession Revenue 10% of profit
Senior registration \$35 per quarter ages 55-59
Copies 10 cent a page
Uniform purchases \$12-\$15
Shin Guards \$5
Uniform late fee \$2-\$15
Complex rental -see attached

PRINTING CHARGES

GIS MAPS

8 1/2 X 11 (LETTER SIZE)	\$ 2.00
8 1/2 X 14 (LEGAL)	\$ 3.00
11 X 17	\$ 5.00
13 X 19	\$ 8.00
34 X 44	\$ 15.00
SPECIALTY MAPS START AT	\$ 25.00

SCANNED PLAT OR BLUEPRINTS

22 x 34	\$ 5.00
34 x 44	\$ 8.00

911 COUNTY MAP	\$ 2.00
PRINT PICTURE OF HOUSE	\$ 0.50
PRINT SCREEN	\$ 0.10
PROPERTY RECORD CARD	\$ 1.00
911 ROAD BOOK COPY	\$ 4.00

Register of Deeds

Uncertified copies are \$0.20 each for the following documents:

- Birth copies
 - Death copies
 - Marriage copies
 - Combined Real Property copies
 - Miscellaneous fees (fax, laminations, maps, discharge)
 - Pin-copy Deposits (attorneys, surveyors, tax, & DSS)
-

All other County Department charges:

- \$0.10 per page for black and white copies
- \$0.50 per page for color copies
- \$1.00 for CD/DVD/DVD-R

****NOTICE: A fee of \$25.00 will be charged for all returned checks.****

	B	C
1	FY2014/2015 Water Rates	
2		
3	Flat Residential Rate	\$15.53
4	Each 1000 gals	\$4.50
5	Flat Commercial Rate	\$27.00
6	Each 1000 gals	\$4.75
7	2" Commercial Meter	\$117.35
8	Each 1000 gals	\$4.75
9	Flat Municipal Rate	\$15.53
10	Each 1000 gals	\$4.50
11	Flat Industrial Rate	\$469.40
12	Each 1000 gals	\$4.75
13	Flat Institution Rate	\$5,301.66
14	Each 1000 gals	\$6.55
15	South Windsor Residential Rate	
16	3000 gals	\$20.00
17	Each 1000 gals up to 5000 gals	\$5.00
18	Over 5000 gals/each 1000 gals	\$3.00
19	South Windsor Commercial	
20	3000 gals	\$25.00
21	Each 1000 gals up to 5000 gals	\$5.00
22	Over 5000 gals/each 1000 gals	\$3.00
23		
24	Reconnect Fee	\$25.00
25	Connection Fee	\$50.00
26	3/4" Meter Deposit	\$50.00
27	1" Meter Deposit	\$75.00
28	2" Meter Deposit	\$100.00
29	3/4" Meter Tap on fee	\$1,000.00
30	1" Meter Tap on fee	\$1,200.00
31	2" Meter Tap on fee	\$2,500.00
32	4" Meter Tap on fee	\$4,000.00
33	6" Meter Tap on fee	\$6,000.00
34	8" Meter Tap on fee	\$8,000.00
35	10" Meter Tap on fee	\$12,000.00
36	12" Meter Tap on fee	\$15,000.00

Commissioner Wesson thanked County staff and his fellow Commissioners for their hard work during the various Budget Work Sessions. He also thanked Chairman Perry for his leadership, and stated that this effort was done in “unison,” and that it was a “great accomplishment.”

Chairman Perry thanked all for their cooperation, and stated that the Board worked diligently to hold the tax rate at \$0.84 while still restoring funding to various agencies and organizations.

Chairman Perry opened the floor to Public Comments.

PUBLIC COMMENTS

Water Department Director, Ricky Spivey, thanked the Board their hard work, and for their dedication to the Water Department over the past several months.

Department of Social Services (DSS) Director, Linda Speller, thanked the Board for their consideration of the various DSS programs.

Dr. Michael Elam, President of Roanoke-Chowan Community College (RCCC), thanked the Board for restoring funding to the RCCC.

Economic Development Director, Steve Biggs, thanked the Board for its renewed commitment to the County’s economic development program.

Chairman Perry interjected in order to announce that the Board was also able to provide additional funding to the Bertie County Public School System (an additional \$216,000 in capital outlay). He also stated that the Board did not forget about the County employees, and that a 4% pay increase will be administered to all County employees with a hire date on or before June 30, 2013 (excluding Emergency Services personnel).

Chairman Perry also thanked the County employees for their continued service to the County especially during difficult times.

Maintenance Director, Anthony Rascoe, thanked the Board for their recent commitment to County Buildings including the County’s Courthouse.

Register of Deeds, Annie Wilson, thanked the Board for their service, and stated that she was looking forward to inviting the Commissioners over to the Register of Deeds office to witness various new, electronic initiatives.

John Davis of Merry Hill congratulated Chairman Perry for his leadership throughout the Budget Work Sessions and throughout his entire career. Mr. Davis stated that upon sitting in on all Budget Work Sessions that he concluded the Board tackled tough issues, and that it was a great education opportunity to be present.

Commissioner Trent thanked Chairman Perry and Vice Chairman Smith for their guidance throughout the first part of his term as a Commissioner, and stated that there was no one better to serve next to than Chairman Perry and Vice Chairman Smith.

Chairman Perry stated that this isn't the end and that he is anxious to continue on with the Board in the new fiscal year.

Chairman Perry closed the floor to Public Comments.

COMMUNITY MEETING SCHEDULE

Chairman Perry informed the Board that after their regular meeting on June 16, 2014 regarding Community Meetings that he wanted to make additional changes to the schedule in order to include more communities that were not included in the 2013-2014 Community Meetings Schedule.

After some discussion, Commissioner Trent made a **MOTION** to approve the new Community Meetings schedule as amended. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

The newly adopted Community Meeting schedule reads as follows (please note: these have not yet been verified – minute purposes only):

Newly proposed 2014 Community Meeting Schedule			
Meeting Date	Time	Area	Location
7/21/14	7:00 PM	Lewiston-Woodville	Lewiston-Woodville Volunteer Fire Department 103 West Church Street Lewiston-Woodville, NC 27849
8/18/14	7:00 PM	Roxobel	Roxobel Community Building 204 East Church Street Roxobel, NC 27872
9/22/14	7:00 PM	Perrytown	Perrytown Volunteer Fire Department 848 Perrytown Road Colerain, NC 27924
10/20/14	7:00 PM	Trap	Trap Volunteer Fire Department 213 Valentine Farm Road Colerain, NC 27924
11/17/14	7:00 PM	Windsor	106 Dundee Street Windsor, NC 27983

COUNCIL ON AGING ROOF REPLACEMENT

County Manager Sauer informed the Board that he had received three bids for the roof replacement project for the Council on Aging building.

The three bids received were as follows: East Carolina Roofing & Coating, Inc. - \$28,800, B&T Construction, Inc. - \$31,510, and B&M Roofing Contractors - \$37,374.39.

Mr. Sauer also informed the Board that according to Annette Eubanks of the Mid-East Area Agency on Aging, this project was able to be 100% grant funded. He also requested a motion from the Board in order to move forward with the project.

Commissioner Trent added that, in reference to the bid submitted by East Carolina Roofing & Coating, Inc., that the cost for the new architectural shingles would cost a total of \$28,800, and also stated that it would show the community that the Board was doing its due diligence to maintain the Council on Aging building.

After questions were asked regarding the warranty, Public Buildings Director Anthony Rascoe stated that there would be a 5 year workmanship warranty as well as a 30 year shingle warranty included.

Commissioner Wesson made a **MOTION** to accept the bid of \$28,800 submitted by East Carolina Roofing & Coating, Inc. as recommended by the County Manager. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

In response to the acceptance of the Council on Aging roof replacement bid, Finance Officer William Roberson presented Budget Amendment #14-06 for approval from the Board, covering several administrative items.

Commissioner Wesson made a **MOTION** to approve Budget Amendment #14-06 as recommended by the Finance Officer and County Manager. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Budget Amendment #14-06 reads as follows:

BUDGET AMENDMENT

14-06

		INCREASE			INCREASE
10-4950-5398-50	\$	1,280	10-0090-4991-99	\$	1,280
TO BRING OVER MEMORIAL MONUMENT FUND					
10-0025-4583-01	\$	3,330	10-6100-5695-62	\$	3,700
10-0050-4839-01	\$	370			
INCREASE BUDGET FOR JCPC PROGRAM					
10-0025-4586-02	\$	89,053	10-5860-5220-00	\$	17,151
			10-5860-5399-22	\$	9,133
			10-5860-5399-08	\$	11,750
			10-5860-5351-00	\$	36,458
			10-5860-5499-90	\$	16,000
			10-5860-5320-00	\$	200
			10-5860-5330-00	\$	250
					DECREASE

INCREASE BUDGET FROM HCCBG AND REALLOCATE FUNDS (MID-EAST)

CLOSED SESSION

At this time, County Manager Sauer requested that the Board entertain a request for Closed Session 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.

Vice Chairman Smith made a **MOTION** to go into Closed Session pursuant to N.C.G.S. § 143-318.11(a)(6) as recommended by the County Manager. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board shifts into Closed Session.

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

OPEN SESSION CONTINUED

Commissioner Wesson thanked County Manager Sauer for his summary of the latest Budget Work Sessions, and requested that it be sent to as many members of the community as possible in addition to being posted on the County's website.

Commissioner Wesson also encouraged new and creative ways of reaching the public via press releases and other means of communication.

ADJOURN

Chairman Perry adjourned the meeting at 2:45pm.



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 JUNE 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-----	\$3,259.20
10-0030-4344-03	VITAL STATISTICS-----	\$900.00
10-0050-4839-02	MISCELLANEOUS(NOTARY OATHS/PHOTO COPIES, ETC)-----	\$213.40
10-0030-4344-04	NO. MARRIAGE LICENSE----- <u>10</u> @\$60.00-----	\$600.00
		<u>\$4,972.60</u>
10-0018-4240-01	N. C. STATE EXCISE STAMP TAX-----	\$2,018.00
10-0030-4344-10	STATE TREASURER FEE----- <u>104</u> @\$6.20-----	\$644.80
		<u>\$7,635.40</u>
10-0000-1251-00	A/R IN/OUT(REFUND)-----	\$0.00
		<u>\$7,635.40</u>

Annie F. Wilson
REGISTER OF DEEDS - BERTIE COUNTY
By: Shakeeta K. Williams, Asst.

FOR INFORMATIONAL PURPOSES

D/T /MORTGAGES-----	<u>21</u> @\$6.20=	<u>\$130.20</u>
ADDITIONAL PAGES-----	<u>25</u> @\$0.40=	<u>\$10.00</u>
DEEDS & OTHER INSTRUMENTS-----	<u>95</u> @\$1.94=	<u>\$184.30</u>

BUDGET AMENDMENT

14-07

10-5860-5399-05	\$	INCREASE 2,244	10-0025-4586-07	\$	INCREASE 2,244
-----------------	----	-------------------	-----------------	----	-------------------

TO INCREASE SHIIP GRANT BUDGET - MONEY REC'D 09-16-13

Bertie County F/Y 2014-2015
List of Classes Arranged by Grade

GRADE	CLASSIFICATION	HIRING RATE	MAXIMUM
53		18,302	28,368
54	Custodian Housekeeper Nutrition Site Coordinator	19,088	29,587
55	Lead Nutrition Site Coordinator	19,909	30,859
56	EMT- Basic	20,766	32,187
57	Criminal Justice Partnership Program Assistant Data Entry Operator II Office Assistant Office Assistant III	21,658	33,570
58	Deputy Register of Deeds EMT- Intermediate Maintenance Worker	22,589	35,013
59	Administrative Support Specialist Animal Control Officer IM Technician Public Information Assistant IV Records Specialist Tax Customer Service Representative	23,560	36,519
60	Senior Records Specialist Telecommunicator Utility Customer Service Representative Water Field Technician	24,573	38,088
61	Assistant Register of Deeds Accountant Clerk V IM Caseworker I Senior Tax Customer Service Representative	25,630	39,726
62	Aging Services Coordinator Land Records Specialist Recreation Programs Assistant	26,732	41,435
63	Finance Technician IM Caseworker II	27,882	43,218

Bertie County F/Y 2014-2015
List of Classes Arranged by Grade

	Nuisance Abatement Officer Permits and Help Desk Specialist Senior Animal and Litter Control Officer Social Worker I Social Worker Trainee		
64	Soil and Water Administrative Specialist Veteran's Service Officer	29,079	45,074
65	Administrative Assistant Administrative Assistant II Deputy Sheriff EMT- Paramedic IM Caseworker III IM Investigator II Soil and Water Technician Telecommunications Supervisor	30,331	47,012
66	Clerk to the Board/ Executive Assistant	31,635	49,034
67	Building Codes Inspector Buildings and Grounds Supervisor Deputy Sheriff - Special Assignment Elections Director GIS Technician IM Supervisor II Social Worker II Utility Customer Service Manager Administrative Officer I	32,995	51,142
68	Criminal Justice Partnership Program Manager Deputy Sheriff Corporal Deputy Sheriff Supervisor Human Services Coordinator III	34,415	53,343
69	Aging Services Director Compliance Officer (EMS) Deputy Tax Collector Social Worker III Transport Coordinator (EMS)	35,895	55,637
70	SW Investigative/Assessment and Treatment Parks and Recreation Director	37,438	58,029
71	Deputy Sheriff Division Commander	39,047	60,523

Bertie County F/Y 2014-2015
List of Classes Arranged by Grade

72	Codes Enforcement Administrator GIS Administrator Register of Deeds	40,726	63,126
73	Chief Deputy Sheriff Human Resources Officer Social Work Supervisor III	42,478	65,840
74	Network Administrator	44,304	68,671
75		46,210	71,626
76	EMS- Division Chief Planning and Inspections Director Water System Manager	48,198	74,706
77	Economic Development Director Emergency Services Director Information Systems Administrator Tax Administrator	50,270	77,919
78	Sheriff	52,433	81,271
79	Finance Director	54,686	84,764
80		57,037	88,407
81		59,490	92,210
82		62,048	96,175
83	Social Service Director	64,716	100,310
84		67,499	104,624
85		70,401	109,121

Bertie County F/Y 2014-2015
List of Classes Arranged by Title

GRADE	CLASSIFICATION	HIRING RATE	MAXIMUM
61	Accountant Clerk V	25,630	39,726
65	Administrative Assistant	30,331	47,012
65	Administrative Assistant II	30,331	47,012
67	Administrative Officer I	32,995	51,142
59	Administrative Support Specialist	23,560	36,519
62	Aging Services Coordinator	26,732	41,435
69	Aging Services Director	35,895	55,637
59	Animal Control Officer	23,560	36,519
61	Assistant Register of Deeds	25,630	39,726
67	Building Codes Inspector	32,995	51,142
67	Buildings and Grounds Supervisor	32,995	51,142
73	Chief Deputy Sheriff	42,478	65,840
66	Clerk to the Board/Executive Assistant	31,635	49,034
72	Codes Enforcement Administrator	40,726	63,126
69	Compliance Officer (EMS)	35,895	55,637
57	Criminal Justice Partnership Program Assistant	21,658	33,570
68	Criminal Justice Partnership Program Manager	34,415	53,343
54	Custodian	19,088	29,587
57	Data Entry Operator II	21,658	33,570
58	Deputy Register of Deeds	22,589	35,013
65	Deputy Sheriff	30,331	47,012
67	Deputy Sheriff - Special Assignment	32,995	51,142
68	Deputy Sheriff Corporal	34,415	53,343
71	Deputy Sheriff Division Commander	39,047	60,523
69	Deputy Tax Collector	35,895	55,637
77	Economic Development Director	50,270	77,919
67	Elections Director	32,995	51,142
76	EMS- Division Chief	48,198	74,706
77	Emergency Services Director	50,270	77,919
56	EMT-Basic	20,766	32,187
58	EMT- Intermediate	22,589	35,013
65	EMT-Paramedic	30,331	47,012
79	Finance Director	54,686	84,764
63	Finance Technician	27,882	43,218
72	GIS Administrator	40,726	63,126
67	GIS Technician	32,995	51,142

Bertie County F/Y 2014-2015
List of Classes Arranged by Title

54	Housekeeper	19,088	29,587
73	Human Resources Officer	42,478	65,840
68	Human Services Coordinator III	34,415	53,343
61	IM Caseworker I	25,630	39,726
63	IM Caseworker II	27,882	43,218
65	IM Caseworker III	30,331	47,012
65	IM Investigator II	30,331	47,012
67	IM Supervisor II	32,995	51,142
59	IM Technician	23,560	36,519
77	Information Systems Administrator	50,270	77,919
62	Land Records Specialist	26,732	41,435
55	Lead Nutrition Site Coordinator	19,909	30,859
58	Maintenance Worker	22,589	35,013
74	Network Administrator	44,304	
63	Nuisance Abatement Officer	27,882	43,218
54	Nutrition Site Coordinator	19,088	29,587
57	Office Assistant	21,658	33,570
57	Office Assistant III	21,658	33,570
70	Parks and Recreation Director	37,438	58,029
63	Permits and Help Desk Specialist	27,882	43,218
76	Planning and Inspections Director	48,198	74,706
59	Public Information Assistant IV	23,560	36,519
59	Records Specialist	23,560	36,519
61	Recreation Activities Program Specialist	25,630	39,726
62	Recreation Programs Assistant	26,732	41,435
72	Register of Deeds	40,726	63,126
63	Senior Animal and Litter Control Officer	27,882	43,218
60	Senior Records Specialist	24,573	38,088
61	Senior Tax Customer Service Representative	25,630	39,726
78	Sheriff	52,433	81,271
83	Social Service Director	64,716	100,310
73	Social Work Supervisor III	42,478	65,840
63	Social Worker I	27,882	43,218
67	Social Worker II	32,995	51,142
69	Social Worker III	35,895	55,637
63	Social Worker Trainee	27,882	43,218
64	Soil and Water Administrative Specialist	29,079	45,074
65	Soil and Water Technician	30,331	47,012
70	SW Investigative/Assessment and Treatment	37,438	58,029

Bertie County F/Y 2014-2015
List of Classes Arranged by Title

77	Tax Administrator	50,270	77,919
59	Tax Customer Service Representative	23,560	36,519
65	Telecommunications Supervisor	30,331	47,012
60	Telecommunicator	24,573	38,088
69	Transport Coordinator (EMS)	35,895	55,637
67	Utility Customer Service Manager	32,995	51,142
60	Utility Customer Service Representative	24,573	38,088
64	Veteran's Service Officer	29,079	45,074
60	Water Field Technician	24,573	38,088
76	Water System Manager	48,198	74,706

BERTIE COUNTY
Salary Schedule
2014-2015

GRADE	HIRING RATE	MINIMUM	MID POINT	MAXIMUM	GRADE
53	18,302	19,217	23,335	28,368	53
54	19,088	20,043	24,338	29,587	54
55	19,909	20,904	25,384	30,859	55
56	20,766	21,804	26,476	32,187	56
57	21,658	22,741	27,614	33,570	57
58	22,589	23,718	28,801	35,013	58
59	23,560	24,738	30,039	36,519	59
60	24,573	25,801	31,331	38,088	60
61	25,630	26,911	32,678	39,726	61
62	26,732	28,069	34,083	41,435	62
63	27,882	29,277	35,550	43,218	63
64	29,079	30,533	37,077	45,074	64
65	30,331	31,847	38,671	47,012	65
66	31,635	33,217	40,334	49,034	66
67	32,995	34,644	42,069	51,142	67
68	34,415	36,136	43,879	53,343	68
69	35,895	37,690	45,766	55,637	69
70	37,438	39,310	47,733	58,029	70
71	39,047	41,000	49,785	60,523	71
72	40,726	42,763	51,926	63,126	72
73	42,478	44,602	54,159	65,840	73
74	44,304	46,519	56,488	68,671	74
75	46,210	48,521	58,918	71,626	75
76	48,198	50,608	61,452	74,706	76
77	50,270	52,784	64,095	77,919	77
78	52,433	55,054	66,852	81,271	78
79	54,686	57,421	69,725	84,764	79
80	57,037	59,888	72,722	88,407	80
81	59,490	62,464	75,850	92,210	81
82	62,048	65,151	79,112	96,175	82
83	64,716	67,952	82,513	100,310	83
84	67,499	70,874	86,062	104,624	84
85	70,401	73,921	89,761	109,121	85
86	73,428	77,099	93,621	113,813	86
87	76,587	80,416	97,648	118,710	87

Monthly Performance Status Report

(Due the 15th of each month)

Grantee: Bertie County Grant Number: 12-C-2487 Month: April Year: 2014

For the month ending 3/31/14

Activity	Performance Schedule (on/off)	Current Performance Status (if off schedule)	Remedy to get back on Schedule (if off schedule)
<i>C-1 Water</i>	<i>on</i>		

Prepared By: Mike Barnette

Title: Program Manager

Endorsed By: Scott T. Sauer

Title: County Manager

Board Update

By: Scott T. Sauer

Title: County Manager

Method of Update: Board Update

Date: 4/21/14

Monthly Performance Status Report

(Due the 15th of each month)

Grantee: Bertie County Grant Number: 11-C-2304 Month: April Year: 2014

For the month ending 3/31/14

Activity	Performance Schedule (on/off)	Current Performance Status (if off schedule)	Remedy to get back on Schedule (if off schedule)
<i>Rehabilitation</i>	<i>on</i>		
<i>Reconstruction</i>	<i>on</i>		
<i>Clearance</i>	<i>on</i>		

Prepared By: Mike Bamette

Title: Program Manager

Endorsed By: Scott T. Sauer

Title: County Manager

Board Update

By: Scott T. Sauer

Title: County Manager

Method of Update: Board Report

Date: 4/21/14
(next available meeting)

Monthly Performance Status Report

(Due the 15th of each month)

Grantee: Bertie County Grant Number: 11-C-2289 Month: April Year: 2014

For the month ending 3/31/2014

Activity	Performance Schedule (on/off)	Current Performance Status (if off schedule)	Remedy to get back on Schedule (if off schedule)
Rehabilitation	on		Phase 1 complete
			Beginning additional units - Phase 2

Prepared By: Mike Barnette

Title: Program Manager

Endorsed By: Scott T. Sauer

Title: County Manager

Board Update:

By: Scott T. Sauer

Title: County Manager

Method of Update: Board Update

Date: 4/21/14
(next available meeting)

Monthly Performance Status Report

(Due the 15th of each month)

Grantee: Bertie County Grant Number: 11-C-2304 Month: May Year: 2014

For the month ending 4/30/14

Activity	Performance Schedule (on/off)	Current Performance Status (if off schedule)	Remedy to get back on Schedule (if off schedule)
Rehabilitation	on		
Reconstruction	on		
Clearance	on		

Prepared By: Mike Barnette

Title: Program Manager

Endorsed By: 
Scott T. Sauer

Title: County Manager

Board Update

By: Scott T. Sauer

Title: County Manager

Method of Update: Board Report

Date: 5/19/14
(next available meeting)

Monthly Performance Status Report

(Due the 15th of each month)


Grantee: Bertie County Grant Number: 12-C-2487 Month: May Year: 2014

For the month ending 4/30/14

Activity	Performance Schedule (on/off)	Current Performance Status (if off schedule)	Remedy to get back on Schedule (if off schedule)
C-1 Water	on		

Prepared By: Mike Bamette

Title: Program Manager

Endorsed By: 
Scott T. Sauer

Title: County Manager

Board Update

By: Scott T. Sauer

Title: County Manager

Method of Update: Board Update

Date: 5/19/14

Monthly Performance Status Report

(Due the 15th of each month)

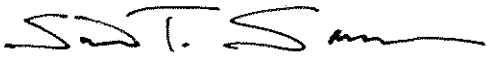
Grantee: Bertie County Grant Number: 11-C-2289 Month: May Year: 2014

For the month ending 4/30/2014

Activity	Performance Schedule (on/off)	Current Performance Status (if off schedule)	Remedy to get back on Schedule (if off schedule)
Rehabilitation	on		Phase 1 complete
			Beginning additional units - Phase 2

Prepared By: Mike Barnette

Title: Program Manager

Endorsed By: 
Scott T. Sauer

Title: County Manager

Board Update:

By: Scott T. Sauer

Title: County Manager

Method of Update: Board Update

Date: 5/19/14
(next available meeting)

Monthly Performance Status Report

(Due the 15th of each month)

Grantee: Bertie County Grant Number: 12-C-2487 Month: June Year: 2014

For the month ending 5/31/14

Activity	Performance Schedule (on/off)	Current Performance Status (if off schedule)	Remedy to get back on Schedule (if off schedule)
C-1 Water	on		

Prepared By: Mike Barnette

Title: Program Manager

Endorsed By: 
Scott T. Sauer

Title: County Manager

Board Update

By: Scott T. Sauer

Title: County Manager

Method of Update: Board Update

Date: 6/16/14

Monthly Performance Status Report

(Due the 15th of each month)

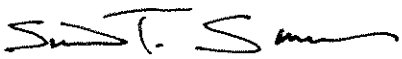
Grantee: Bertie County Grant Number: 11-C-2304 Month: June Year: 2014

For the month ending 5/31/14

Activity	Performance Schedule (on/off)	Current Performance Status (if off schedule)	Remedy to get back on Schedule (if off schedule)
<i>Rehabilitation</i>	<i>on</i>		
<i>Reconstruction</i>	<i>on</i>		
<i>Clearance</i>	<i>on</i>		

Prepared By: Mike Barnette

Title: Program Manager

Endorsed By: 
Scott T. Sauer

Title: County Manager

Board Update

By: Scott T. Sauer

Title: County Manager

Method of Update: Board Report

Date: 6/16/14
(next available meeting)

Monthly Performance Status Report

(Due the 15th of each month)

Grantee: Bertie County Grant Number: 11-C-2289 Month: June Year: 2014

For the month ending 5/31/2014

Activity	Performance Schedule (on/off)	Current Performance Status (if off schedule)	Remedy to get back on Schedule (if off schedule)
Rehabilitation	on		Phase 1 complete Beginning additional units - Phase 2

Prepared By: Mike Barnette

Title: Program Manager

Endorsed By: 
Scott T. Sauer

Title: County Manager

Board Update:

By: Scott T. Sauer

Title: County Manager

Method of Update: Board Update

Date: 6/16/14
(next available meeting)

COLLECTIONS AS OF 05/31/2014							DELINQUENT TAXES AS OF 05/31/2014			
TAX YEAR	PRINCIPLE		INTEREST/ETC		TOTAL		GRAND TOTAL	REAL & PERSONAL	MOTV	TOTAL
	REAL & PERSONAL	MOTV	REAL & PERSONAL	MOTV	REAL & PERSONAL	MOTV				
2001	\$54.30	\$114.59	\$89.58	\$113.67	\$143.88	\$228.26	\$372.14	\$0.00	\$0.00	\$0.00
2002	\$222.79	\$21.63	\$448.34	\$19.74	\$671.13	\$41.37	\$712.50	\$0.00	\$0.00	\$0.00
2003	\$1,105.67	\$123.07	\$809.67	\$105.94	\$1,915.34	\$229.01	\$2,144.35	\$2,542.22	\$5,805.13	\$8,347.35
2004	\$593.02	\$484.07	\$503.80	\$476.99	\$1,096.82	\$961.06	\$2,057.88	\$4,270.28	\$11,570.98	\$15,841.26
2005	\$1,276.48	\$556.88	\$920.18	\$494.39	\$2,196.66	\$1,051.27	\$3,247.93	\$4,113.65	\$11,892.21	\$16,005.86
2006	\$1,197.40	\$331.63	\$826.18	\$230.19	\$2,023.58	\$561.82	\$2,585.40	\$5,248.95	\$10,974.95	\$16,223.90
2007	\$2,357.23	\$669.74	\$971.41	\$473.15	\$3,328.64	\$1,142.89	\$4,471.53	\$8,731.85	\$14,648.93	\$23,380.78
2008	\$5,857.18	\$718.27	\$1,338.51	\$336.53	\$7,195.69	\$1,054.80	\$8,250.49	\$11,854.36	\$16,855.36	\$28,709.72
2009	\$6,321.72	\$1,052.06	\$1,257.72	\$474.37	\$7,579.44	\$1,526.43	\$9,105.87	\$13,735.71	\$14,628.39	\$28,364.10
2010	\$10,962.53	\$2,163.42	\$2,345.49	\$692.39	\$13,308.02	\$2,855.81	\$16,163.83	\$21,686.65	\$15,470.46	\$37,157.11
2011	\$21,505.68	\$7,626.74	\$3,771.36	\$1,851.92	\$25,277.04	\$9,478.66	\$34,755.70	\$36,739.76	\$18,682.13	\$55,421.89
2012	\$143,433.82	\$183,691.57	\$14,451.35	\$20,564.70	\$157,885.17	\$204,256.27	\$362,141.44	\$102,861.25	\$36,819.67	\$139,680.92
2013	\$8,840,102.02	\$465,548.79	\$41,797.46	\$19,199.54	\$8,881,899.48	\$484,748.33	\$9,366,647.81	\$334,344.75	\$103,437.63	\$437,782.38
2014	\$316.04		\$34.43		\$350.47		\$350.47			
TOTALS	\$9,035,305.88	\$663,102.46	\$69,565.48	\$45,033.52	\$9,104,871.36	\$708,135.98	\$9,813,007.34	\$543,587.21	\$254,980.71	\$798,567.92
GRAND TOTALS	\$9,698,408.34		\$114,599.00		\$9,813,007.34					

NOT INCLUDED, BEYOND 10 YEAR PERIOD

Tag & Tax RMV ACH Deposits		
	Total	G01
July	\$172.30	\$172.30
August	\$7,020.05	\$6,564.97
September	\$30,458.37	\$26,945.73
October	\$72,984.50	\$66,080.50
November	\$74,907.53	\$67,899.78
December	\$ 91,367.25	\$84,322.06
January	\$99,395.63	\$90,533.08
February	\$120,706.88	\$109,271.94
March	\$123,627.04	\$112,095.41
April	\$116,607.72	\$106,215.04
May	\$119,105.37	\$108,411.47
Total	\$856,352.64	\$778,512.28

CURRENT YEAR AD-VALOREM COLLECTIONS AS OF MAY 31, 2014 FOR THE FOLLOWING YEARS					
			2011-2012	2012-2013	2013-2014
Collections			\$7,395,232.41	\$8,185,167.46	\$8,840,102.02
Open Account Receivables			\$254,443.94	\$279,514.61	\$334,344.75
Percentage			97.00%	97.00%	96.40%

REQUEST FOR BOARD ACTION
Bertie County
Board of Commissioners

MEETING DATE: Monday, July 7, 2014

SUBJECT: Review Tax Settlement Reports for 2013 and 2014

BACKGROUND: North Carolina General Statute 105-373 requires the Tax Collector to provide a settlement report to the Board of Commissioners after July 1 and prior to the being charged with collections of the current year's taxes.

SUMMARY OF REQUEST:

The request is being made that the Bertie County Board of Commissioners accept the two preliminary settlement reports as required by North Carolina General Statute 105-373(a)(1) and that the insolvents report be entered into the official minutes indicating persons who listed personal property but owned no real property and whose taxes remain unpaid for 2013-2014. It is also requested that both lists be recharged to the Tax Administrator for collections as delinquent taxes. It is requested that the Bertie County Board of Commissioners receive and accept the 2013-2014 settlement report for real, personal, and motor vehicle taxes.

RECOMMENDATION SUMMARY:

A motion is requested to accept the preliminary reports as required by North Carolina General Statute 105-373 and to enter the insolvents list into the official minutes of the Bertie County Board of Commissioners, to accept the settlement report of current and delinquent real and property taxes for 2013-2014, and by Resolution to recharge the Tax Administrator, Jodi Rhea, with the collections of the delinquent real and personal property taxes.

BOARD ACTION REQUESTED:

It is requested that the Board approve the request as outlined in the Recommendation Summary.

If the Board is so inclined, the following motion is suggested:

"I move that the Board accept the preliminary reports as required by N.C.G.S. 105-373, and as outlined by the County Manager in this request."

REQUEST FOR BOARD ACTION
Bertie County
Board of Commissioners

MEETING DATE: Monday, July 7, 2014

SUBJECT: Charge of 2014-2015 Tax Levy

BACKGROUND: North Carolina General Statute 105-321(b) states that the Board of Commissioners shall adopt and enter into its minutes an order directing the Tax Administrator to collect the taxes charged in the tax records and receipts for the current fiscal year.

SUMMARY OF REQUEST:

The request is being made that the Bertie County Board of Commissioners accept the two preliminary settlement reports as required by North Carolina General Statute 105-373(a)(1) and that the insolvents report be entered into the official minutes indicating persons who listed personal property but owned no real property and whose taxes remain unpaid for 2013-2014. It is also requested that both lists be recharged to the Tax Administrator for collections as delinquent taxes. It is requested that the Bertie County Board of Commissioners receive and accept the 2013-2014 settlement report for real, personal, and motor vehicle taxes.

RECOMMENDATION SUMMARY:

A motion is requested to charge Jodi Rhea, Tax Administrator, with the collections of all real, personal, public service company, and motor vehicle taxes for 2014-2015 levy year, and with the collections of all delinquent real, personal, public service company, and motor vehicle taxes.

IMPLEMENTATION PLAN:

Upon being charged with the 2014-2015 collections, the Tax Administrator will proceed in collecting real and personal property taxes for the current fiscal year.

BOARD ACTION REQUESTED:

It is requested that the Board, in accordance with N.C.G.S. 105-321(b), charge the Tax Administrator with the collection of taxes for the tax levy 2014-2015.

If the Board is so inclined, the following motion is suggested:

"I move that the Board charge the Tax Administrator with the collection of taxes for the tax levy 2014-2014, as required by N.C.G.S. 105-321(b), and as outlined by the County Manager in this request."

North Carolina General Statute 105-321(b) states that the Board of Commissioners shall adopt and enter into its minutes an order directing the Tax Administrator to collect the taxes charged in the tax records and receipts for the current fiscal year.

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of Bertie County and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Bertie, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such tax payers, for and on account thereof, in accordance with the law.

Witness my hand and official seal; this is the _____ day of July, 2014.

J. Wallace Perry, Chairman
Bertie County Board of Commissioners

ATTEST:

Sarah S. Tinkham, Clerk to the Board

SEAL

Bertie County Regional Water System

Water System Operations

and

System Evaluation Report



Date: July 1, 2014

Prepared By:

Green Engineering, P.L.L.C.
NC Firm License: P-0115
303 Goldsboro Street E.
Wilson, NC 27893
(252) 237-5365

Author of Report
Green Engineering Project No. 13-126



1.0 EXECUTIVE SUMMARY

1.1 General

Green Engineering was selected by the Bertie County Board of Commissioners to evaluate the Water System Operations and System Assets of the four existing Bertie County Water Districts. The scope of that study process was to evaluate the operations, management, records, water loss, water quality, water supply, staff, space, financial planning, rules and regulations, consumer confidence, vision/mission statements, and overall condition of the system inventory. Long term, the board desires a sustainable financial solution. A core focus of this evaluation was to determine the system's water loss and rate the overall system condition of current system assets inventory. The resulting study developed recommendations on how best to consolidate the four districts to meet financial solvency. The second objective was to develop a business plan whereby a unified water rate would be fair and equitable based upon actual cost to do business. Third, was to develop an immediate and long term Infrastructure Capital Improvement Plan, in order to provide development of future improvements to the system. Fourth, was to evaluate current policy, develop new policy, and apply modern industry standards to a business model that would meet the mission and vision of the utility. Fifth, was to develop an immediate and long term Financial Plan, to provide development of future improvements to the system, and to further enhance the service to both current and future customers. The following sections, table illustrations, and appendix attachments within this study plan layout the framework for the Bertie County Regional Water System staff to operate and manage the utility.

1.2 System Water Loss

Green Engineering reviewed the information provided for the solicitation response process of this study and determined that the current reports revealed a substantial indifference in water loss. This difference was also reported in an independent hydraulic model provided by another engineering firm in 2011. It was determined that there had been no monthly water audits ran by the staff since the creation of the system. Therefore, there was no immediate information available to confirm the hydraulic report to be accurate. Further review of the Water Supply Plan as required by the North Carolina Division of Water Resources revealed that there was a large discrepancy between the amount of water reported sold, to the amount in the unaccounted for section. Over the last four calendars years the county averaged over 46% loss. Green Engineering reported early in the study process that there were at least six issues that most obviously could contribute to the elevated unaccounted for difference. Those were line leaks, water storage overflows, meter accuracy, basic data logging, water theft, and non-reporting of accounted for loss.

Green Engineering set up spread sheet templates and began pulling data from old billing reports and water supply production reports for four years of raw data. In 2012 the system showed the largest water loss of the last four years evaluated. A close analysis of the 2013 calendar year revealed that the pumping logs showed higher pumping rates than was initially designed.

After three months into the study Green Engineering found that there was conclusive evidence of serious indifferences with the total water produced which could skew the accuracy results of each monthly audit. A request was made to the board to expand the scope of the project and do a complete evaluation of the entire well supply system to determine the well capacity yield and the performance of each deep well pump. The result of these test revealed that there were several wells under reporting and over reporting. This did in fact make the largest impact on the unaccounted for water loss.

A corrective action to begin monthly audits and track future loss was taken by the board in March of 2014 by adopting a Water Loss Reduction Plan. This plan was encouraged by the NC Division of Water Resources and it allowed the county to score additional points in the Community Development Block Grant application process. The Plan provides for tracking and managing system valves, maintaining good GIS system records and enforcing a rigid meter calibration program.

1.3 Present System Inventory

A complete water facilities inventory of the Bertie County Regional Water System was conducted by Green Engineering. Thirteen well sites, eight water storage tanks, three booster stations, two check valve vaults, operations warehouse and billing office was visited. An asset control sheet was completed for 26 of the 28 sites. There was no asset report generated for the billing office in the court house or the operations building on 207 County Farm Road. Also, a complete update was made of the facility inventory on a single asset inventory report spread sheet for future reference. All GIS data was reviewed and additional assets were pulled from that data set and posted to the single asset inventory report spread sheet.

Each of the 26 water facility sites were evaluated and notes posted to the asset assessment sheet for the board and staff's reference and continued action. An inspection was conducted during the time of the asset evaluation by the Washington Regional Office staff and their comments were incorporated in each asset sheet findings.

The overall condition of the water system was found to be in good order. There were several deficiencies and repairs that require immediate attention. A budget meeting was held with the County Manager and staff to go over these issues in a general manner to insure that the department was allowed proper funding to see that those issues are corrected before further deterioration of the facilities occurs. BCRWS was found to have an excellent GIS data record system. It was also noted in the report that all future assets should be field surveyed and added to the GIS data base.

It was determined that the water system does not have an Asset Management Plan. Several funding agencies now look for management enhancements and give credit for Asset Management Plans. Green Engineering provided a funding allocation in the newly adopted capital improvement plan to allow the board to address this planning function.

1.4 Evaluation of Current Maintenance Records

A physical inspection was made at the operations center for maintenance records. There were no permanent files set up for tracking specific equipment and system assets that require maintenance history. These records are found to be invaluable when addressing warranty and post warranty issues and enable staff to track specifically what has been spent on a specific asset. Due to the lack of time provided supervisory staff to manage, it was understandable how this effort could be easily overlooked. A good amount of time was given to discuss this with the division head and to look for a better way to keep records beginning in the budget year provided resources are provided by the board to do so.

Currently, to determine what has been spent on a specific asset, the supervisor has to ask the office manager to pull vendor files and research records. This type of record keeping is found to be inefficient and very time consuming. It is far easier to create and maintain these files as an occurrence arises. Green Engineering recommends that the department hire a temporary filing clerk to set up a system that will enable the Department Supervisor to correctly file and keep records necessary to properly manage and track asset improvements. Additionally there should be better filing cabinets with accessories. Allot of this can also be put on a master spread sheet and tracked electronically as well.

1.5 Consumptive Water Analysis

Much time and effort was given to developing a detailed consumptive analysis of the water customers use practices. There was a continued problem with being able to balance the consumptive report to the billing summary reports. There were also deficiencies in the block ranges that skewed the percentages for each usage block range. After numerous attempts and conference calls the I.T department resolved that the data collected and rounded in the system complicated the way the computer system ran to generate the required report. After much debate, there was mutual consent that the current billing reports on the total water sold for the annual billing cycle was the most reliable.

Green Engineering recognized that the current way the staff has to read and download its billing information is antiquated and does not provide the data in a digital format to the closest gallon consumed. The board previously considered an automated ride by meter reading system (AMR) which would have provided the data in a format that would allow the report generator software to provide the detailed analysis originally anticipated. Due to the cost and the predetermine return on investment it was decided to not build the AMR-System.

The staff and Green Engineering has engaged in evaluating a simpler interim reading and billing solution that will readily provide the meter reading data in a much preferred digital format. This new digital data will enable the I. T. staff to provide consumptive analysis for future rate adjustments. It is recommended that the staff purchase upon board approval two hand-held reading devices, with a data collector, meter reading software and peripheral accessories that can be used to transition the staff to a ride by (AMR) system over the next four to five years. The overall system when finished will cost about \$1000, 000 compared to the original \$2.5 million and allow the staff to build the system on a build as you can afford

basis. The initial system will enable the staff to pilot around 120 AMR accounts. The new proposed system will also save time in the billing office by not having to re-enter each one of the accounts usage information.

1.6 Rate Evaluation

It is important that the Board of Commissioners set rates to meet anticipated operating expenses, to provide for debt service retirement, to set aside fund balance for depreciation, and to plan for revenues for system improvements. Several variables have been identified that affect water rates in the four water districts of Bertie County.

Initial start-up year

- Cost of infrastructure
- Economic conditions at time of bid
- Design issues, permits, and regulations
- Available funding and market rates
- Grant availability
- Density (connections per mile)

Each year thereafter

- Inflationary effects for goods and services
- New capital improvements
- Cost of financing
- Number of customers added
- Regulatory change

The Board's directive to maintain a par-billing rate for all districts removes the disparity of each districts' conditions experience during that time that each of the current four districts was constructed. In keeping with the perceived vision of the board it is and continues to be a county wide utility system. In this effort with a consolidation operating budget, there must be a par rate for all citizens subscribing to water service.

A detailed consumptive analysis was run with the assistance of the of the Information Technology Department office for the purpose of determining the overall system average consumption use per connection. Due to technical issues with the data was entered; Green Engineering was not able to develop a detailed analysis of how the water was being consumed. However, it was determined that the average monthly consumption to be around 3600 gallons per month per connection which is about 120 gallons per day per residential household.

The two primary cost centers involved in rate setting are the debt service fee and the commodity fee. The debt recovery was evaluated within the current rate and it was determined to be lower than required to meet the annual debt cost. Typically, utilities have included a minimum amount of water within the base rate. The most effective way to ensure

that the annual debt service is met in each billing cycle is to set a fix amount on a per customer bases to be received during each billing cycle. Utilities are now migrating toward setting the base charge to capture the debt service with no water included in the amount. In this type of billing methodology the minimum is called fix cost fee and the bill is much easier to understand by the consuming public.

Once the annual debt service was determined on a per customer basis for each month, the commodity charge was then developed to recover the remaining cost necessary to meet anticipated expenses. The commodity charge typically is put into place to recover all operating expenses. The only other variable in the commodity rate is new revenue requirements to meet expenses for planned improvements. The rate narrative, addresses anticipated revenues over expenses and offers the board choices for achieving set aside revenue for future planning. Once the board is agreement with a minimum rate to meet expenses they can then decide what additional charges they would need to add to the new rate to meet planned improvements.

Green Engineering evaluated the inflationary effects over the last 10 years. Based upon the United States Bureau of Labor Statistics, it was determined that the consumer price index (CPI) experienced an annual average increase of 2.57 percent. Accordingly, this information is available for subsequent year rate adjustments as minimum to keep up with inflationary factors.

A final recommended minimum residential flat rate was set at \$15.53 per month with a commodity charge of \$4.50 per 1000 gallons. The recommended minimum flat rate for commercial accounts is found under Rates Section page 59, titled "**Debt Recovery Based on Tap Size**" of the full report. The commercial commodity charge is set at \$4.75/ 1000 gallons. The Municipal debt service flat rate and commodity charge is set equal to the residential schedule .The industrial flat rate is recommended to follow the "**Debt Recovery Based on Tap Size**" with a commodity rate at \$4.75/1000 gallons. Bertie County invested approximately 2.5 million dollars in the Prison water supply and has request that the debt recovery on this schedule be set at 3 times the "**Debt Recovery Based on Tap Size**". Therefore, the Institutional flat rate will be set at \$5,301.66 per month with a commodity rate of \$6.55/ 1000 gallons.

1.7 Analyze Financial Records/ Audits / Budgets

A complete review of the financial records was made. It was determined that the current operating ratio based upon a non-General Fund Transfer to the Enterprise Fund was currently 1.04. This means that for every \$1.04 dollars in revenue collected, it cost one dollar of that amount to operate the system. While this is a positive number greater than one, it suggest a weak cash flow which does not generate adequate funds to support capital reserves, fund balance or allow anything for depreciation. The new proposed rate would generate approximately \$217,669 new dollars based upon the 2013 expenses, that amount would decrease in proportion to the new expenses anticipated for the 2014-15 budget. Based upon the 2013-14 budget the proposed operating ratio would increase to 1.07. This ratio provides

approximately 217,000 new dollars in revenue over expenses using the 2013-14 budgets. That amount will be decreased by the amount the new 2014-15 budget is increased.

It is recommended that the Board never allow the operating ratio to drop below 1.10. There should be a strong commitment to insure that this be a minimum financial strategy and policy to operate by. Without a strong residential building boom or another large industrial client, the best revenue strategy for the water system is to adjust a small amount annually to maintain and keep the operation ratio in a safe position.

In March of 2014 the Board also made a positive step toward developing a Capital Improvement Plan. This action allows the staffs and the Board opportunity to plan improvement and adjust budgets accordingly to meet those goals.

There were several water purchase and mutual aid contracts that require the attention of the staff and legal counsel to ensure that the billing rates are consistent with current rates. It is also vital that the board renegotiate the terms of those contracts. The current business model is not consistent with future financial goals and revenue required to run the utility effectively.

1.8 Long Range Financial Planning

It is the goal of the Bertie County Board of Commissioners, as governing body of the utility, to provide for sound financial planning and to establish prudent management practices. The Department of Public Utilities (acting as BCRWS) manages four individual water districts that have independent debt encumbered and collateralized by its individual tax assets. Primarily, the infrastructure assets currently built are all funded through long-term general obligation bonds. Because all four districts had no prior borrowing experience, the best source of funds with amenable terms was through the United States Department of Agriculture's Rural Development Program. The county has been successful in acquiring several grants in the development of these various water districts. The accumulative debt is illustrated in the "Table Water District Debt Report". The county has constructed over \$33,059,753 in water utility assets with more than \$17,252,107 in grants received, leaving a remaining debt balance to date of \$12,047,046. This constitutes an equity value of approximately 63 percent. While this appears to be an enormous amount of long term debt, it is providing public health protection, producing jobs through economic development, and favorably retiring debt.

The Long Range Financial Plan is a tool and beacon light to manage and focus on the long term vision and mission of the utility. This plan has to be evaluated each year when the new budget is adopted. Core to the financial success of this plan is budgeting, capital improvement planning, and maintaining an adequate revenue stream to keep a strong operating ratio of 1.1 or higher.

1.9 Review of Current Public Works Environment and Personnel

During the evaluation process Green Engineering readily recognized that there were space deficiencies. The highest priority and need was the billing department. The outdated telemetry equipment took up space that technology will readily allow additional space. The current billing and collections operations are in the same room. The billing operations should

be in a separate room. Also there should be a room for the department supervisor and small conference room of sufficient size to hold staff meetings and receive clients that would need a table top to conduct business.

Both the Billing Department and the Operations department have no space for important records and maps of the entire system. Currently the Operations building is housing records with no surface protection in the same room where maintenance activities occur. Green Engineering has made several observations and recommendations in the study under **Section 1.16 of this summary.**

1.10 Evaluation of Consumer Confidence Report (CCR)

Community water systems are public water systems that have at least 15 service connections or regularly serve at least 25 year-round residents.

The Consumer Confidence Rule requires public water suppliers that serve the same people year round (community water systems) to provide consumer confidence reports (CCR) to their customers. These reports are also known as annual water quality reports or drinking water quality reports. The remaining public water systems in the U.S. are not required to provide CCRs, because they do not serve the same people on a day-to-day basis throughout the year. The CCR summarizes information regarding sources used (i.e., rivers, lakes, reservoirs, or aquifers) any detected contaminants, compliance and educational information. The reports are due to customers by July 1st of each year.

The current CCR report for BCRWS was clear, simple, and concise with the minimum required information as set forth by the United States Department of Environmental Protection. Green Engineering recommends that the department and the board of governance takes advantage to the opportunity to promote other aspects of the water system to let the consuming public know what is going on with regard to improvements and planning. Utilizing this mailing is the least cost effective method to insure that all customers have the correct information about their water system.

1.11 Evaluate Current Risk Management Issues

An important part of the business plan is to be able to constantly mitigate risk and assess vulnerability issues as they present themselves. Often these weaknesses are not recognized until there is vandalism, an act of terror, a human accident, a chemical contamination, or a significant weather event that overtaxes the systems capabilities. According to the University of North Carolina's Environmental Finance Center, interconnectivity is now recognized as a player in the asset management and risk reduction policy. Interconnections are an increasingly popular water management strategy that allows water to be redistributed between neighboring water systems, and thereby builds up redundancy in the water system. Interconnection projects are expensive, bending distance barriers, and their existence presents an asset management opportunity. Not only do they comprise a large part of a utility's risk management plan, but they also create an incentive to perform more accurate risk asset management. For a more detailed summary of interconnections in Bertie County see **Appendix H.**

The greatest natural resource that the county has is its ground water supply. However, there are water quality issues with ground water along the eastern shore of the Albemarle Sound with dissolved solids and elevated chloride levels. It is highly likely that a greater dependence of water from the mid to western sections of the county will become more significant as the ground water uses increase. Avoca Farms requires water of higher quality to meet their process needs, they have currently reduced their demand on the BCRWS due to water quality and installed onsite treatment and reactivated a well. Their current use has now become that of domestic use. All process water is developed on site. Ground water from the eastern shore area can be treated however; there is significant expense to develop membrane treatment at this time.

Risk was identified with Chlorine storage and feed and has an expense to mitigate to a lower risk level. While this is not the most pressing risk issue, it does require further evaluation. At such time when development occurs within immediate range of a hazard zone, the minimum reduction would be to change the gas system to a liquid feed.

It is recommended that an independent assessment be made of all insurance requirements of the utility. Risk exposure should be evaluated as a minimum of every three years and new prices taken based upon a set of standards that requires all agencies to compare comparable risk and protection.

Upon reviewing the current water purchase contracts and rules and regulations it is recommended that a legal audit be made to insure that operations, charges, and rules are properly carried out. So far, the contract conditions and terms of those not currently purchasing water has not affected the water system in a negative way however, there are terms and conditions that would not be prudent to business should these contracts be fully in force with water acquisition. These are hidden issues that can easily get over looked if not brought to the attention of management.

1.12 Evaluation of Short Term and Long Term Water Supplies and Water Quality

It is believed based upon the NC Division of Water Resources data base information, that the ground water supply for Bertie County should be reliable through 2050. This is based upon the current levels of water in the three primary aquifers that are presently serving the county and municipal use. These are the Beaufort Aquifer (entire County), Upper Cape Fear Aquifer (western one third to one half of the county), and Lower Cape Fear Aquifer (the eastern two thirds of the county). The saltwater transition appears in Bertie County in the Upper and Lower Cape Fear Aquifers where salt is present at certain depths. The fresher layers of these two aquifers are shallower and limited in quantity. The Beaufort aquifer is more prevalent over the entire county. Currently, there are no disinfection by-product issues related to any of the three aquifers that are available to this region. BCRWS is required to monitor the organic constituents on a quarterly basis to ensure that their drinking water is compliant. The State continues to monitor the ground water levels in Bertie County, and there are presently four monitoring sites maintained which allow measurements from the deepest aquifers.

These monitoring wells range in depth from 662 feet below the earth's surface to 1,194 feet. These test wells interface with five different aquifers with constant monitoring for developing a robust database. Current well depths for BCRWS wells range from 365 ft. to 505 ft.

The County's well supply was designed to provide a safe yield of 2,975,000 gallons per day. The production facility is composed of thirteen (13) wells throughout the four water districts. The ground water quality is superior for the regions west of center of the county and requires no treatment other than disinfection. Water quality east of center toward the Albemarle Sound is more challenging. Presently the water quality is satisfactory for domestic use but for high end industrial processes requires more treatment. Well 3 appears to be marginal with iron and the CIP has plans to consider potential treatment within the next 1-3 year planning horizon.

1.13 Evaluate Water System Growth Potential

Based upon general demographic data for the county there is not a great potential to grow the customer base exponentially due to population growth trends. In fact there are projections that suggest that county will lose some population over the next 20 year planning horizon. So the best opportunity for the BCRWS to grow is reach out with special offers to entice existing residences who are not presently connected to the current 515 miles of water lines. This could be a combination of ideas such as reduced tap on fees provided they connect within a certain time frame or a onetime County finance for a system tap. While this is not typically seen in rural systems, the economic conditions are of such magnitude that this would entice certain social economic classes.

Currently 66 percent of the water sold is to the residential class of customers. The commercial class consumes about 34 percent. Based upon the recent announcement of Avoca Farms Plant their annual consumption will be reduced by over 67 % bringing the overall new consumptives usages to 73% residential and 27 % commercial.

There is an immediate gain of 187 new customers by the merger of South West Windsor system which represents a 4.3 percent gain in customers and a 2.5 increase in water sales. The Scotch Hall development will provide a slow growth of high end residential users without any additional expense by the county.

A very detailed feasibility study will need to be conducted to evaluate those remaining roads that currently do not have water service. There are some USDA grants that can be factored in to help bring about a feasible project. It is recommended that the county management and the engineer meet with USDA and discuss how their program would work based upon more recent federal policy and grant availability.

The county should continue to explore mergers with other small towns in the county that are losing their technical and financial capacity to stay in the water business. These efforts require continual dialog and are most vulnerable to current political climate of the respective board of governances.

1.14 Review of System Rules and Regulations

It is recommended that the department update their rules and regulations with more current information. This business model plan has included a draft set of rules that are more comprehensive. As part of the legal audit, the department head, office manager, and counsel should review the suggested document and make changes that more appropriately meet the Bertie County needs and submit to the Board of Commissioners for approval. The proposed regulations are set up to be adopted as part of an ongoing water ordinance. There was not sufficient time allocated to this study to completely overhaul the rules without a lot of staff and counsel time. The proposed draft as presented under **Appendix E** offers more terms and definition of issues that involve managing a water utility. This proposed draft should be the basis by which to start a new ordinance of rules and regulations involving the entire staff and management. Their input is vital to a successful document.

1.15 Mission and Vision Statement

No one will understand better than the Board and Staff about what your vision and mission is for the water system. Often the business decisions made are not consistent with the vision and mission of the business. It is vitally important to convey the utilities' message to its intended audiences. Additionally the words are important to convey an inspirational effect or calling to the staff and a statement to the consuming public about what your commitment is daily.

When decisions are made that affect the mission and vision of the utility, they need to meet the expectation and intent of these statements. The county should vigorously promote this statement on their water bills, stationary, and web sites.

1.16 Recommendations

1.16.1 Board should approve a Consolidated Budget Plan, charge the staff, with the assistance of the Finance Department and County Attorney, to proceed with implementation.

1.16.2 Board should pass the consolidation resolution, create the General Utility Fund, and enter into an agreement with District and County for perpetual care and management of the districts.

1.16.3 Ensure that collaboration be enforced through the implementation phase and make adjustments to the budget and financial business plan that best fit the needs of the Utility.

1.16.4 Initiate customer rate classification changes as described in Section VII rates and fees, Subsection 7.2.

1.16.5 Initiate measures under Section VII Rates and Fees, subsection 7.6, Scenario 1, to reduce budget cost and to set the FY 2014-2015 budget water rate to go into effect July 1, 2014.

1.16.6 Initiate fee charge changes in Section VII, Subsection 7.8.

1.16.7 Give a directive to staff to ensure that the new mission and vision statement be promoted throughout the County via water bills, correspondence, internet, and other media.

1.16.8 Redesign the Utility Department website to make available useful information such as billing rates, fees and charges, water user agreements, maps and rules-regulations.

1.16.9 Begin adopting new policy as recommended in the Long Range Financial Plan.

1.16.10 Require department head to give a water loss audit report each month at the mid-month meeting.

1.16.11 Require the Department to fully implement the newly adopted Water Loss Reduction Plan. Insure that management provides the appropriate resources to carry out the plan objectives. Require department reports on valve exercise status.

1.16.12 Require the Department to update the monthly water production logs to facilitate the completion of each billing cycle water loss audit.

1.16.13 Require the department head and billing supervisor to complete the small systems water audit work sheet as recommended on the division of water resources web site.

1.16.14 Authorize the Utility Department to hire temporary help to assist billing clerks in correcting old records to facilitate the new billing software change when the new meter reading system is implemented required.

1.16.15 Authorize Department head to implement a staff rotation in the operations division consistent with the schedule under appendix D. Require the County Manager to assess and facilitate the staff changes under Section 10, Subsection 10.4.

1.16.16 Ensure that GIS data base is updated by field survey data to maintain a current GIS data base at all times. When initiating new engineering contracts for projects, include this as a line item in the project design cost, such as Black Rock, South Windsor, and Scotch Hall.

1.16.17 Calibrate well production meters as required by the Magette well report. Replace meter registers that are broke. Calibrate Avoca Farms, Lewiston, & prison meter as soon as possible.

1.16.18 To become more competitive with grant applications insure that the following policy and management practices are in place and kept updated annually:

Well Head Protection Plan-Completed
Capital Improvement Plan- Completed
Asset Management Plan-Incomplete
Water Loss Reduction Plan-Completed

Cross Connection Control Plan-Incomplete
Water Use fee with conservation-Incomplete
Conservation incentive Program-Incomplete

1.16.19 Insure that the department head and county manager review budget and implement required repairs and improvements as reported in the asset inventory check list.

1.16.20 Insure that the department head addresses those improvements and repairs that overlap with Asset Inventory Checklist and the Sanitary Inspection made by the regional water supply office as the first priority.

1.16.21 Appropriate \$50,000 each year to implement a build as you can afford AMR system. Require staff to provide an annual cost report to manually read meters. The cost should include cost of labor, vehicle capitals cost, fuel and maintenance. Total annual expense should be divided by the total annual average meters read X 12.

1.16.22 Infrastructure Master Planning: It is recommended that the board gives serious consideration to developing a detailed Preliminary Engineering Report on all the remaining roads and set a priority of construction based upon feasibility and amount of grant so that the customers gained can carry the debt service with little or no impact on the remaining customer base. The greatest potential for grant assistance will be through a USDA application that provides loan and grant.

1.16.23 There is currently no data management or control of the Regional Water System's well production and elevated storage facilities. Problematic to that issue is the evidence discovered during the evaluation process of storage water loss and wells being over pumped. Due to the water quality make up and the hydrostatic influence of the eastern shore by saline water, static water levels in each well also need to be monitored in real time with the operation. A modern state of the art supervisory control and data acquisition system is paramount to improving the daily operations and protecting the counties water resources. This should be a very high priority of the board to insure that this system is put in place regardless of which funding sources are used.

1.16.24 The South Windsor system merger with BCRWS is a good business decision by the board. There are deficiencies with their system due to line under sizing however, there has been no low pressure complaints received, no violability issues noted, nor water quality notices of violation issued. Therefore, grants based upon those issues are not warranted. There are loan and grant funds available through the USDA agency and the county should meet with the regional office and explore alternatives to seek this funding and their available grant assistance.