

**NORTHAMPTON COUNTY
REGULAR SESSION
December 7, 2015**

Be It Remembered that the Board of Commissioners of Northampton County met on December 7, 2015 with the following present: Fannie Greene, Joseph Barrett, Chester Deloatch, Virginia Spruill, and Robert Carter

Others Present: Kimberly Turner, Scott McKellar, and Michelle Nelson

Agenda Work Session:

A 10-minute work session was held to discuss today's agenda items. Chairwoman Greene called upon County Manager Kimberly Turner for input. Ms. Turner added a change under Tab 15: appointment of Chair and Vice Chair for the 2016 calendar year conducted by the County Attorney.

Commissioner Carter mentioned that he was looking over his Board retreat information, and Mrs. Roessler suggested that the Board should hold a seminar during the year to educate the citizens on the information that she gave at the retreat.

Regular Session:

Chairwoman Greene called the meeting to order, welcomed everyone, and announced when citizens could make comments. Vice-Chairman Barrett gave the Invocation, and the Pledge of Allegiance was recited. Chairwoman Greene recognized the student representative, Ms. Desiree Pope who is a student at Northampton High School.

Approval of Regular Session Minutes for November 16, 2015:

A motion was made by Chester Deloatch and seconded by Virginia Spruill to approve the Regular Session Minutes for November 16, 2015. **Question Called:** *All present voting yes.* **Motion carried.**

Approval of Closed Session Minutes for November 16, 2015:

A motion was made by Virginia Spruill and seconded by Chester Deloatch to approve the Closed Session Minutes for November 16, 2015. **Question Called:** *All present voting yes.* **Motion carried.**

Approval of Special Meeting Minutes for November 17, 2015:

A motion was made by Robert Carter and seconded by Joseph Barrett that the Special Meeting Minutes for November 17, 2015 be adopted. **Question Called:** *All present voting yes.* **Motion carried.**

Approval of Agenda for December 7, 2015:

A motion was made by Joseph Barrett and seconded by Robert Carter to approve the Agenda with amendment to item 15 regarding the Chair and Vice-Chair elections. **Question Called:** *All present voting yes.* **Motion carried.**

Approval of 2016 Commissioners' Meetings Calendar:

A motion was made by Robert Carter and seconded by Virginia Spruill that the calendar for 2016 be adopted with the understanding that if the three month trial period for the second meeting of the month does not work to the advantage of the Board and the citizens, that we revert back to the regular scheduled second meeting. **Question Called:** *All present voting yes.* **Motion carried.**

Reappointment to the ABC Board:

Chairwoman Greene recessed the regular session to conduct the composite board.

County Manager Turner stated that we have received a request from the ABC Board for the reappointment of Mr. Thomas L. Vincent for a three year term.

A motion was made by Robert Carter and seconded by Virginia Spruill that Mr. Thomas L. Vincent be reappointed to the ABC Board for another three year term. **Question Called:** *All present voting yes.* **Motion carried.**

Chairwoman Greene thanked the Mayors for being present. The new mayor for Conway, Mr. Tommy Barrett introduced himself. Chairwoman Greene congratulated Mr. Jason Morris, new Mayor of Jackson, and recognized Mr. Dick Collier, Mayor of Lasker.

**PLEASE SEE SCANNED DOCUMENT WHICH IS
HEREBY MADE A PART OF THESE MINUTES:**

August 31, 2015


Kimberly Turner, County Manager
PO Box 808
Jackson, NC 27845

Dear Mrs. Turner

I would like for you to put Thomas L. Vincent on the agenda for your next meeting. Mr. Vincent's term expires December 31, 2015 and would like for him to be re-appointed for another three year term. Please call me at (252) 534-2011 if you have any questions.

Sincerely,

NORTHAMPTON COUNTY ABC BOARD


Kathy H. Gephart
General Manager

Request for Funds:

Mr. Michael Davis, Captain of Conway-Severn Rescue Squad appeared before the Board to request consideration for financial assistance from the County. Mr. Davis noted that the squad receives revenue from Northampton County local government and Conway of approximately \$13,000 annually. Their annual operating budget is in excess of \$300,000. He said they are in the process of cutting some of their expenses. They are offering for the County to do their billing which will save the squad about \$20,000 a year and increase the County revenue for billing their mileage per call. The Conway-Severn Rescue Squad is requesting \$100,000.

Commissioner Carter noted that the Rescue Squad had reached out to the community for funds also, and asked Mr. Davis, what would be the bottom line—about how much is he seeking from the County. Mr. Davis said they would be happy if they could get at least \$60,000 from the County.

Vice-Chairman Barrett made a suggestion that the Board digest the information and examine other resources if there are any. He said they would obviously like to see the squad continue, but is not able to write them a check.

A motion was made by Robert Carter and seconded by Virginia Spruill that due to budgetary constraints of the County that the request be denied. **Question Called:** *All present voting yes.*
Motion carried.

Chairwoman Greene asked Ms. Turner if we will be able to handle coverage. Ms. Turner said that the County has a substation in Milwaukee that will be able to cover EMS (rescue service). She said she had the EMS director look into other ways to provide this service. She also mentioned that they will look at other ways to help Conway if possible. If so, they will bring that information back to the Board.

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**



Conway-Severn Rescue Squad, Inc.
Post Office Box 220 Conway, NC 27820
Phone (252) 585-0313 Fax (252) 585-0006
56-1390614

November 13, 2015

Dear Friends, Neighbors and Community Businesses,

I write to you today to request your consideration for a contribution/donation to assist Conway-Severn Rescue Squad, Inc for the continuance of basic life support and rescue services as have been provided to the community and county for the last 28 years.

Over the years we have been able to sustain these services with community spirited volunteers and dedicated individuals who are our friends and neighbors as well as public servants.

Conway-Severn Rescue Squad, Inc is at a crossroads of being able to continue these services without contributions/donations from our primary service area, as well as the Northampton County as a whole. Conway-Severn Rescue Squad, Inc receives recurring revenue from Northampton County Local Government and the Town of Conway of approximately \$15,000 annually. Our annual operating budget is in excess of \$300,000. The bulk of the finances come from squad fund raisers and Federal Government reimbursement for emergency and non-emergency transports. The Federal Government does not provide the total amount billed. As you can tell from these few facts our squad is on the brink of closure. Closure is not an option as we wish to not close without coming to our community first to ask for assistance.

Please know we are both proud and honored to have provided these services; however, without significant funding we cannot continue to operate at the same level of services. Having to close would be a disgrace and unjust service to the community that we all love and service.

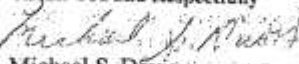
Please know that this is the first direct solicitation we have requested for contributions/donations to help us continue services that our community has come to expect. The life we may save maybe yours or one of your family members.

Your donations/contributions will be used for ambulance repairs, equipment updates, required insurances and operating expenses.

Thank you for your time and consideration on this worthy request. I encourage you to contact Conway-Severn Rescue Squad, Inc at (252) 585-0313 for a tour of our facility or to obtain additional information about our operation.

Please make your tax deductible check payable to Conway-Severn Rescue Squad, Inc PO Box 220 Conway, NC 27820, or better still please feel free to stop by any day from 8am to 5pm to speak to someone with your questions. This request is being sent to all business and industries located in our primary service area and others located in Northampton County. We will continue to provide services to our community as long as we possibly can.

Thank You and Respectfully


Michael S. Davis
Conway-Severn Rescue Squad, Inc Captain

CONWAY-SEVERN RESCUE SQUAD, INC
INCOME FROM JANUARY 1, 2015 - NOVEMBER 30, 2015

	BILLING	DONATIONS/ FUNDRAISERS
JAN	10,233.24	
FEB	24,196.04	
MARCH	20,489.94	6,217.00
APRIL	20,139.57	45.00
MAY	21,933.01	
JUNE	9,582.46	25.00
JULY	14,625.31	10,185.00
AUG	28,130.39	2,040.00
SEPT	13,506.24	4,049.16
OCT	9,778.63	7,466.67
NOV	7,206.77	245.00
TOTAL	179,821.60	30,272.83

GRAND TOTAL	210,094.43
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CONWAY-SEVERN RESCUE SQUAD, INC
TOTAL FUEL USED PER MONTH
JANUARY 1, 2015 - SEPTEMBER 30, 2015

JAN	\$1,160.65
FEB	\$1,001.53
MARCH	\$944.26
APRIL	\$782.77
MAY	\$939.65
JUNE	\$1,002.69
JULY	\$927.58
AUG	\$1,014.16
SEPT	\$768.43
TOTAL	\$8,541.72

Conway-Severn Rescue Squad
Past Due Bills as of 11/29/2015

Whole Sale Cash & Carry	\$ 58.04
ARO Gases	\$ 107.98
Northampton County Tax	\$ 204.50
Newsom Oil & Gas	\$ 248.89
Century Link	\$ 328.54
Security Connection	\$ 348.00
B & J's Cash & Carry	\$ 356.79
First Citizens Bank	\$ 371.25
N.C. Association of Rescue & EMS	\$ 418.00
Aflac	\$ 608.00
EMS Management & Consultants	\$ 636.89
Dominion	\$ 725.92
North State Provisions	\$ 1,102.44
Shell Fuel	\$ 4,833.66
Boyette & Robertson	\$ 5,113.00
Taylor Drug	\$ 5,710.57
I.R.S.	\$ 19,797.51
Truck Payment (EMS 33&36)	\$ 29,472.53
<u>Building Payment</u>	<u>\$ 29,963.00</u>
Total	\$100,405.51

Water and Sewer Bill Outsourcing:

Mr. Jason Morris, Public Works Director, appeared before the Board to obtain approval by the Northampton County Board of Commissioners to enter into an agreement with Professional Mail Services, Inc. (PMS) for the outsourcing of water and sewer bill printing and mailing. Mr. Morris explained that this is in an effort to increase customer service.

A motion was made by Virginia Spruill and seconded by Robert Carter that the Northampton County Board of Commissioners approve the contract agreement with Professional Mail Services for the outsourcing of printing and mailing of water and sewer bills for the Northampton County Public Works Department, Water and Sewer Division. **Question Called:** **All present voting yes. Motion carried.**

County Attorney McKellar said you can cancel the agreement with or without cause with 60-days written notice if this service is not to the County's liking.

Mr. Morris mentioned that he is projecting the first of May as to when customers will see their new bills.

PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:

DECISION PAPER

To: Northampton County Board of Commissioners

From: Jason S. Morris, Public Works Director

Date: December 7, 2015

Reference: Water and Sewer Bill Outsourcing

Purpose: The purpose of this Decision Paper is to obtain approval by the Northampton County Board of Commissioners to enter into an agreement with Professional Mail Services, Inc. (PMS) for the outsourcing of water and sewer bill printing and mailing.

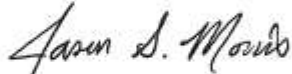
Facts:

1. In accordance with NCGS 143-131, the informal bid process was used and proposals were received by the Public Works Department from qualifying firms for the outsourcing of printing and mailing of utility bills for the Northampton County Public Works Department Water and Sewer Division.
2. The bids were received from the following companies: See Attachments
 - a. SouthData
 - b. CashCycle Solutions
 - c. Professional Mail Services, Inc.
3. Northampton County Public Works bills approximately 5300 customers each month. Our current bills are printed in house on post card size bills.
4. With outsourcing the printing and billing, Northampton County could go to a full size page bill (8 1/2 x 11). Example bill is provided. There would be an additional cost of approximately \$5,306.00 per year (12 months) to have our bills printed and mailed by outsourcing with PMS. A cost comparison is provided.
5. Electronic billing would become an option to customers and depending on participation this could decrease the cost of mailing bills.
6. All utility bills would be archived for 25 months and made available for viewing by customers through creating an online account.
7. There is no set up fee charges by PMS to begin work. Initial agreement term is 24 months and then would revert to a year to year basis for renewal.

Discussion: By implementing this program customers would receive a full size bill rather than the current post card. These would be less susceptible to become "lost" in the mail. By outsourcing, this could open the door for mass mailings "inserts" into our utility bills at a minimal cost. This full page bill will also allow more room for general notes to be printed on the bill to inform citizens of upcoming changes or other informational items.

Recommendation: The Northampton County Public Works Department recommends the Board of Commissioners approve the contractor agreement with Professional Mail Services for the outsourcing of printing and mailing of water and sewer bills for the Northampton County Public Works Department, Water and Sewer Division.

Respectfully,



Jason S. Morris
Public Works Director

Coordination:

Finance Officer

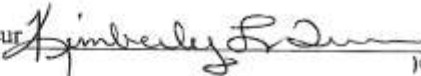
Concur _____

Non-concur _____

Concur with comment Leslie H. Edwards

Only if CCR mailing is completed on new billing system.

County Manager

Concur  12/11/15

Non-concur _____

Concur with comment _____

Action by Decision Makers

Approved _____

Disapprove _____

Other _____

Proposals received for Water Utility Bill Outsourcing										
Company	Initial Set-up Fee/Charges	Programming/ Design Changes Rate/Hr	Double Window #10 envelope, 8.5" X 11" Two Sided with Highlight Color, perforated	NCOA(Link) Charges Annually	Householding Charges	Insertion Fees	Email Bills Setup	Email Setup	PDF Archival	PDF Setup Fee
South Data	\$500.00	\$125.00	\$0.0950	\$400.00	No Info	No Info	No Info	No Info	\$0.0150	\$500.00
Cash Cycle Solutions	\$1,500.00	\$100.00	\$0.0940	Included	\$0.0500	\$0.0050	\$0.1000	\$500.00	\$0.0150	\$500.00
Professional Mail Services	\$0.00	\$125.00	\$0.0862	\$500.00	\$0.0000	\$0.0050	\$0.1000	\$0.00	\$0.0150	\$0.00
	All Proposed Initial Set-up Fees and Charges	Cost for each utility bill including NCOA(link) Charges (does not include postage)								
South Data	\$1,000.00	\$0.1013								
Cash Cycle Solutions	\$2,500.00	\$0.0940								
Professional Mail Services	\$0.00	\$0.0941								



Northampton County Public Works Billing Service Proposal

This proposal is made the 22nd day of October, 2015, by and between SouthData, Inc., a North Carolina corporation, with its primary office at 201 Technology Lane, Mount Airy, North Carolina 27030 (hereinafter "SouthData") and Northampton County Public Works, with its primary office at 121 S Front St, Warsaw, NC 28398 (hereinafter "Client").

1. Responsibilities Of SouthData

- A. SouthData shall furnish, all labor, materials, equipment, quality control, and supervision needed to provide the following services:
 - i. Design and printing services to create products for use by Client.
 - ii. Computer processing services to process the billing data received from Client.
 - iii. Laser printing services to laser print information on the products.
 - iv. Handling services to fold, insert into envelopes, and deliver to the United States Postal Service the printed products.
 - v. Address processing services to perform Delivery Point Verification and Locatable Address Correction, and National Change of Address on client address data.
- B. SouthData shall mail the products within 1 to 4 business days, depending on the product, following written acceptance of the final proof by Client.
- C. SouthData shall provide training on ordering, proofing, tracking and invoicing procedures at no additional cost.

2. Responsibilities Of Client

- A. Client shall provide written approval of test documents as required.
- B. Client shall provide SouthData with the files in an agreed upon format and with sufficient timeliness to allow SouthData to print the products and deliver them.
- C. Client shall provide SouthData with sufficient information related to the format and contents of the data file to allow SouthData to develop the computer programs to create the products. Items needed are listed below.
 - i. Sample Data File
 - ii. Form Design
 - iii. Field Layout
 - iv. Field Placement on the Form
- D. Client shall pay all invoices within **thirty (30)** days of invoice date.
- E. Client shall be solely responsible for the content and information provided to SouthData. SouthData shall not be responsible for inaccuracies in data received from Client and compiled into the final format.
- F. Maintain a postage escrow account.

3. Charges For Service

- A. **Initial Account Setup** – If Client provides guidelines for a form design, test data, data layout and field placement then SouthData will provide the set-up at no charge to Client. If Client is unable to provide the guidelines for form design, test data, data layout and field placement there will be a one-time charge \$300 for each form.
- B. **Processing Fees** – There are no processing fees or monthly or periodic charges for account maintenance, account availability, or online access for tracking orders.
- C. **Postage** – SouthData maintains the necessary software to receive discounts for which the Client may qualify. SouthData shall provide bar coding and sort the mail consistent with Postal Service standards.



- D. **Address Forwarding Services** - SouthData provides a variety of address processing services to get the most from your mailing. These include:
- i. **Delivery Point Verification** - The Delivery Point Verification (DPV) system assists mailers in obtaining accurate delivery address information and facilitates identification of erroneous addresses contained in mailer address files. This is part of the Signature Mail Services provided by SouthData.
 - ii. **Locatable Address Correction** - The Locatable Address Correction System (LACS) updates those addresses that are changed by government authorities, such as for Enhanced 911 systems. This is part of the Signature Mail Services provided by SouthData.
 - iii. **National Change of Address** - NCOALink updates name and address lists with new addresses from individuals, families and businesses that have moved and provided a forwarding address to the United States Postal Service. This allows the client to receive the most current address information for updating the records within their data file. This is an optional service that is priced separately.
- E. **Prices For Standard Items** - Shown in separate addendums are individual product descriptions and pricing information for each.
- F. **Pricing Changes** - The cost reflected in this proposal is based on the current cost of raw materials. Therefore, the quoted costs are valid for 2 years. After that date, we may reserve the right to review the quoted costs in this proposal based on current market conditions

Thank you for allowing us the opportunity to quote Northampton County's utility statements.

Sincerely,

Loren De Leon
Sales Representative



800.549.4722
336.719.5000 Switchboard
www.southdata.com



Addendum A Fee Schedule

This Addendum A, Fee Schedule, is made the 22nd day of October, 2015, by and between SouthData, Inc. (hereafter "SouthData") and Northampton County Public Works (hereafter "Client").

Billing Services – No postage included (Postage will be invoiced at cost)

Utility Bills

8.5 x 11	(per document)	\$0.095
5,300		
2 color front		
Black backer		
#10 standard double window envelope		

eStatements Development and Delivery

Initial Application Setup	\$500.00
Processing and Email Delivery (per statement)	\$ Same as printed statement

NCOA Services

Annual Fee	\$400.00
Covers all records submitted and error code reports	

File Delivery

Via DVD's (per DVD)	\$50.00
Secure Archive	See Addendum B

Programming

Custom Programming (per hour)	\$125.00
Written approval must be given by the client	



Addendum B Retrieval Option – Secure Archive

This Addendum A, Fee Schedule, is made the **22nd day of October, 2015**, by and between **SouthData, Inc.** (hereafter "SouthData") and **Northampton County Public Works** (hereafter "Client").

Secure Archive

Secure Archive provides secure online access to the Client's image library. Secure Archive features secure, password-protected access, and is only accessible to the people you designate, such as your internal staff members. It provides instant 24-hour online confidential access. Customer questions can be answered immediately, and individual documents can be viewed or reprinted as necessary. The Secure Archive service also maintains a log of when each document is viewed and/or printed by the user. No special training is required to use Secure Archive.

Secure Archive Fees

Initial Account Setup.....	\$ 500.00
Access Annual Fee.....	\$1000.00
Or	
Access Monthly Fee	\$ 100.00
Data Storage Fee** (per image).....	\$0.0006

**Data Storage Fee is invoiced at the end of each month for the total number of stored records.



Wednesday, October 28, 2015

Jason Morris
Public Works Director
Northampton County Public Works
9371 NC Hwy 305
Jackson, N.C. 27845

Dear Jason:

Thank you for your interest in our services. Per our discussion, I have included a pricing proposal along with some additional information regarding CCS. The pricing below assumes 5,300 + monthly regular statements, for next day delivery.

IMPLEMENTATION AND DESIGN:

- Includes Application and Form Design for:
 - Implementation \$1,500 One-time

PROCESSING EXPENSES Full Color:

- Processing – First Page (full color, duplex)
Full data processing and laser printing, variable fonts, logos, customized messaging, folding, inserting, NCOA, postal optimization and production tracking via CCS Mail Manager™. \$0.075 Each
- Processing - Additional Pages
Full data processing and laser printing, variable fonts, logos, customized messaging, folding, inserting). \$0.06 Each
- Postal Optimization (CASS & PAVE) Included

PROCESSING EXPENSES – Single Highlight Color:

- Processing – First Page (black & white, duplex)
Full data processing and laser printing, variable fonts, logos, customized messaging, folding, inserting, NCOA, postal optimization, and tracking via CCS Mail Manager™. \$0.065 Each
- Processing - Additional Pages
Full data processing and laser printing, variable fonts, logos, customized messaging, folding, inserting). \$0.05 Each
- Postal Optimization (CASS & PAVE) Included

INTELLIGENT INSERTING EXPENSES:

- Intelligent Inserting Statement Page(s) Included
- Selective Inserting of: Flyers, Marketing Inserts, etc. \$0.005 Each.

MATERIALS EXPENSES: (CCS Standard)

• 8.5" x 11" 24 lb. w/micro-perforation	\$0.012	Each
• #10 CCS Standard Double Window Mailing (24 lb.)	\$0.017	Each

OPTIONAL PRINT/MAIL EXPENSES:

• PDF Images created and FTP back \$250 setup fee	\$0.015	Each
• Data Suppression (suppressing undeliverable mail & reporting)	\$0.04	Per Record
• Minimum Run Charge (for files sizes w/less than 200 pieces)	\$50.00	Per Job
• Programming expenses	\$100	Per Hour
• "Householding" – Statement Consolidation	\$0.05	Each
• #9 CCS Single Window Return Envelope	\$0.013	Each
• Flat Envelope Fee (statements that cannot fit in #10)	\$0.50	Each
• Automated handling fees for pulls and unqualified pieces	\$0.05	Each
• Manual pulls after job processed and printed	\$2.00	Each
• Job cancellation after data processing, before production	\$25.00	Each Job
• Job cancellation after production has begun	Normal job cost	
• Same day delivery	\$0.02	Each

NOTE: Postage is additional at the lowest qualified automated presort rate.

DIGITAL SERVICES: (Optional)

- **CCS Mail Manager™** (On-line File Submission & Job Tracking) *Included*
 - Submit of Data/Print Files
 - Provide Instructions for Pulls and Inserts
 - View and Approve Samples
 - Hold or Cancel Print Jobs
 - View Postage Reports
 - Monitor Progress of Print Jobs with Date & Time Stamps at Each Step
- **Email Statements** (PDF attachment)

◦ Setup fee	\$500	One-Time
◦ Email Handling Fee	\$0.10	Per Email
- **CCS Docview** (Image Archival)

◦ Setup fee	\$500	One-Time
◦ PDF Archival	\$0.015	Per PDF
- **CCS Present, Pay, Mobile, and IVR** (Online, mobile, and phone payment and presentment)
 - Pricing available upon request
- **Graphics Inserts** (Full color graphics and personalized newsletters inserted into statements)
 - Pricing available upon request
- **Graphic Onserts** (Incorporating insert as part of statement)
 - Pricing available upon request - The cost of the Onsert includes the production of the Onsert as well as producing as part of the statement

Page 3 of 3, Northampton Utility Department

Once you have had a chance to review, please do not hesitate to contact me with any questions or comments.

Cash Cycle Solutions is committed to providing a quality product with a standard of service unsurpassed in the industry.

Thanks again for your time and consideration.

Sincerely,

AJ Godbolt

AJ Godbolt

Business Operations Manager



SUMMARY Print, Mail & Estimated Postage Costs (Revised 30 Oct.)

	PER MONTH	PER YEAR
5,300	\$0.0862	\$5,482
Vol Est.	(Bill & #10)	
	\$42	\$500
	\$499	\$5,982
	\$2,120	\$25,440
	\$2,619	\$31,422
		Bills, 2 sided & #10 envl.
		NCOA LINK
		TOTAL ALL SVCS.
		Postage Estimated
		TOTAL ALL (Tax Excluded)

Revised	SUMMARY	
OCT. 30 2015	Mth. Volume	5,300
Revised	UNIT	Extended (per month)
Statement, 2 sided	\$0.0862	\$457
#10 Double Window Outgoing	\$0.0000	\$0
#9 Single Window Business Reply	\$0.0000	\$0
TOTAL MATERIALS & PMSI SERVICES	\$0.0862	\$457
Postage (Estimate Only)	\$0.400	\$2,120
NCOA Fee, Annual	\$0.0079	\$41.67
EBILLING:		
Ebill portal	\$0.00	\$0.00
Email Only, PDF bill	\$0.10	

PMSI: All costs, IT etc, includes #10 double window envelope
 Incl in above
 No Business Reply included, if added; \$0.0168 each
 Use Avg estimated; Range is Est: \$0.391 to 416. Avg: 50-50
 \$500 a year, NCOA Link as required for presort discounts

Complete e-portal, registration, viewing & payment.
 No start-up, set up etc. fees

- \$0 start-up : \$0 up-front costs (eg., design, set up etc)
- \$0 minimum charges (eg., min. volume, minimum file size fees)

Professional Mail Services Inc.

Committed to Production Excellence & Unsurpassed Customer Service...

Detailed Cost Quotation

Initial Programming and Changes

Form Setup Fee	No Charge	PMSI will not charge a fee for the initial programming and form design for any form. Once the form is approved, if any changes beyond simple text changes are requested, the appropriate fee below will be charged.
Form Design Changes	\$125.00 per hour – 1 hour minimum	Simple text changes will be completed free of charge. Complex changes involving bill redesign will be charged this fee.
Programming / Coding	\$125.00 per hour – 1 hour minimum	Once the program and sample forms are approved, any major reprogramming that is requested will be charged this fee.

Reporting / File Tracking / Low Volume / Postage Accounting

Electronic Reports / File Transfers	No Charge	This includes FTP transfer to PMSI's server and all PDF email reporting including FTP receipt and volume reports.
File Tracking	No Charge	This is accomplished via the use of ProView, PMSI's on-line job tracking and sample approval suite.
Charge for Low Volume File Counts	No Charge	PMSI does not have a minimum file volume or charge for processing.
Postage Accounting	No Charge	PMSI will setup a postage account that will be separate from PMSI's services. This account will be maintained and a statement will be sent after each mailing at no charge.

Optional Services / Charges

Householding (for envelopes only)	No Charge	PMSI will household (group) bills addressed to the same account holder, account number or any other customer requested data, into 1 mailing envelope with 1 return envelope thus reducing material and postage costs.
NCOA ^{Link} Charges	No Charge	When utilized, this fee is charged on the total number of records processed, not the number of addresses changed.
Scan Line Testing with Bank (if needed)	\$50.00 per test	PMSI will not charge a fee if a test is unsuccessful due to any issues with our programming.

Professional Mail Services Inc.

Committed to Production Excellence & Unsurpassed Customer Service...

Envelope Charges

9" x 12" Standard Window Envelope for multiple page bills over 5 pages – No Printing	Left-handed Double	\$.1500 per envelope used	This is for PMSI's standard 9" x 12" double window envelope for all bills over 5 pages
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Laser Printing And Mailing Services

Simplex (One-sided) Printing – 8.5" x 11"		\$.0714 per page	This price includes a double window #10 mailing envelope, 8.5" x 11" plain or single perforated paper, laser printing, computer processing, and mailing services.
Duplex (Two-sided) Printing – 8.5" x 11"		\$.0862 per page	This price includes a double window #10 mailing envelope, 8.5" x 11" plain or single perforated paper, laser printing, computer processing, and mailing services. No Business Reply envelope
Multi-Insertion Generic Insert Fees		\$.0100 per page \$.0050 per additional insert per envelope	This fee applies to additional inserts beyond the bill page(s) and the reply envelope. This cost is only for the inserting of additional inserts and does not include printing and/or folding.
NCOALink		\$500 annual fee	

Electronic Services

Electronic bill presentation & payment portal		Included No fee.	Complete electronic portal including registration, viewing and payment. Does require a merchant account to be established through and with PMSI merchant of choice.
Email only bills		\$.1000 per bill	



NORTHAMPTON COUNTY
PUBLIC WORKS
9371 NC HWY 305
JACKSON, NC 27845

ACCOUNT NUMBER		CYCLE #
123456		003
SERVICE ADDRESS		
1234 Service Road Lane		
BILL DATE	DUE DATE	ACCOUNT BALANCE
06/01/2015	07/01/2015	\$XXX.XX



*****MIXED ADC*****

01-02-452-0145-77-333334

Customer Name

Customer Address

Customer Address2

Customer Address3

City ST ZIPCODE

METER NUMBER	READ DATE		BILLING DAYS	METER READINGS		USAGE (PER 1000 GALLONS)
	PREVIOUS	PRESENT		PREVIOUS	PRESENT	
A98765-21	04/25/2015	05/25/2015	30	05560	06670	1.11

Service	Total
Balance Forward	XX.XX
Service	XX.XX
Total Current Charges	XX.XX
Total Amount Due	XXX.XX

THANK YOU FOR YOUR PAYMENT OF \$150.00 ON 05/15/2015

▲ PLEASE KEEP THIS COPY FOR YOUR RECORDS ▲

▼ PLEASE RETURN THIS PORTION WITH PAYMENT ▼

Balance Forward: \$X.XX
Current Charges: \$X.XX
Total Amount Due: \$X.XX



Account number	123456
Name	Customer Name
Service Address	123 Service Address Road
Billing Date	06/01/2015

Total Amount Due After 07/01/2015

Make Checks Payable and Remit To:



NORTHAMPTON COUNTY PUBLIC WORKS
9371 NC HWY 305
JACKSON, NC 27845

Paying Your Bill

- **By Phone:** You can call 123-456-7890
- **In Person:** 9371 NC HWY 305
- **Bank Draft:** Come see us, download or call for a form
- **Drop Box:** Located before drive-thru window

NORTHAMPTON COUNTY PUBLIC WORKS

9371 N.C. HIGHWAY 305, JACKSON, N.C. 27845

PHONE (252) 534-6341 FAX (252) 534-1525

NORMAL BUSINESS HOURS: 8:30 am to 5:00 pm, Monday-Friday

COLLECTION HOURS: 8:45 am TO 4:45 pm

The following is being provided for the purposes of answering questions that are frequently asked. However, we encourage you to contact us directly if you need clarification or additional information.

BILL, DUE DATES, PENALTY CHARGES, AND INTERRUPTIONS.

- ◆ **Key dates at a glance (May be altered due to weekend or holidays):**
 - **Bill Date (Mailed) - 1ST**
 - **Due Date (Last Date to Pay without 10% penalty) - 14th by 5 pm**
 - **Service discontinued for non-payment - any time after 20th (A service charge of \$25 for first offense and \$50 for each offense thereafter.)**
- ◆ **Billing Details**
 - Bills are calculated and printed as of the Bill Date noted on your statement. Bills for services are rendered at approximately 30 day intervals and are due and payable upon receipt. Bills are considered delinquent if payment is not received by 5:00 pm on the due date stated on the bill and will subsequently be charged a 10% late fee on all past due balances.
 - Service discontinued for non-payment of bills by the 20th of the month will be restored only after bills are paid in full and a service charge of \$25 for the first offense and \$50 for each offense thereafter is paid. All fees for reconnection must be paid by 3:00 pm to be reconnected the same day.
- ◆ Bills are mailed monthly. Failure to receive bill does not relieve your obligation to pay. Northampton County is not responsible for misdirected mail or delays due to postal problems.
- ◆ **NO SECOND NOTICE WILL BE SENT and NO NOTICE WILL BE SENT PRIOR TO DISCONNECTION.**
- ◆ Rules and Regulations, Water Rates and other useful information can be found on our website at <http://www.northamptonnc.com/>
- ◆ All rates and fees are subject to change at the discretion of the Northampton County Board of County Commissioners.
- ◆ **Please call 252-534-6341 immediately to report a sewer backup or other related EMERGENCY.** On-call service is available 24-hours per day for emergency situations only. Water outages due to non-payment are generally not considered emergencies. **FOR AFTER HOUR EMERGENCIES DIAL 911.**
- ◆ If you have questions concerning your bill, please contact us immediately.

PAYMENT OPTIONS AND INFORMATION

- ◆ **Payments:**
 - **Forms of Payments:** Methods of payment are cash, check, money order, or credit/debit cards with VISA, MasterCard, or Discover logos. (If paying with a check or money order, we would appreciate you writing your account number on the front.)
 - **Office:** Payments can be made in person in the office or by using the drive-thru window during regular business hours. For faster service, please have your statement if paying at the drive-thru window. After hour payments can be deposited into the drop box under the drive-thru. Please do not leave cash in the drop box.
 - **Phone:** Phone payments can be made during regular hours using your credit/debit card.
 - Automatic draft is available as well using either your checking account.
- ◆ A fee will be charged for any non-cash payment returned or rejected by the bank for any reason, including but not limited to, insufficient funds, stopped payment or invalid account. Additionally, the payment transaction originally posted to the account will be voided which may result in late payment penalties, disconnected service and/or other related fees.
- ◆ Pre-payments are accepted. A bill will still be mailed, indicating the remaining credit balance on the account. A credit is indicated by a minus (-) sign before the amount.
- ◆ **Payments left in our drop box after 5 pm will be processed the next business day.**
- ◆ Final (closed) accounts with a credit balance will be refunded by mail for all balances over \$1.

Appointment to Economic Development Commission:

Mr. Gary Brown, EDC Director, appeared before the Board to secure a decision of the Northampton County Board of Commissioners for the appointment of Mr. John Foriest to the Northampton County Economic Development Commission.

A motion was made by Robert Carter and seconded by Virginia Spruill that the Board appoint Mr. John Foriest from District 4 for completion of a term of appointment expiring January 31, 2016, and a subsequent full term of appointment expiring January 31, 2019. **Question Called:** *All present voting yes.* **Motion carried.**

**PLEASE SEE SCANNED DOCUMENT WHICH IS
HEREBY MADE A PART OF THESE MINUTES:**

Decision Paper

To: Northampton County Board of Commissioners
From: Gary Brown, Northampton Economic Development Commission
Date: November 23, 2015
Subject: Appointment of Member, Northampton County Economic Development Commission.

PURPOSE:

To secure a decision of the Northampton County Board of Commissioners for the appointment of one (1) member of the Northampton County Economic Development Commission.

FACTS:

1. The members of the Northampton County Economic Development Commission (NCEDC) are appointed by the Northampton County Board of Commissioners pursuant to the NCEDC By-Laws which establish a three (3) year staggered term of office for members who may serve not more than three (3) consecutive terms, except for the county commission member who may serve without term limitations.
3. Mr. John Foriest, a resident of the Pendleton community in District 4, was nominated by Commissioner Robert Carter to fulfill an unexpired term of appointment to the NCEDC, expiring January 31, 2016, and to subsequently serve another full term of appointment January 31, 2019.
4. Mr. Foriest, who has worked for many years in the workforce development field with Halifax Community College, has indicated both his interest and agreement in serving as a member of the NCEDC, with the approval of the Board of Commissioners.
4. The members of the NCEDC, meeting on November 10, 2015 in regular session, unanimously approved a recommendation to the Northampton County Board of Commissioners for the appointment of Mr. Foriest to fulfill the unexpired term ending January 31, 2016 and a subsequent full term of appointment expiring January 31, 2019.

RECOMMENDATION:

The NCEDC recommends the Northampton County Board of Commissioners appoint to the Northampton County Economic Development Commission Mr. John Foriest, District 4, for completion of a term of appointment expiring January 31, 2016, and a subsequent full term of appointment expiring January 31, 2019.

ACTION BY THE DECISION MAKER:

APPROVED _____ DISAPPROVED _____
OTHER (SPECIFY) _____

SIGNATURE & DATE _____

Board of E&R:

Chairwoman Greene recessed the regular session to conduct the Board of E&R.

Mrs. Cathy Allen, Tax Administrator, appeared before the Board to obtain approval of the Board of E&R minutes for September 21, 2015 as well as the minutes for October 5, 2015.

A motion was made by Robert Carter and seconded by Joseph Barrett to approve the September 21, 2015 minutes that are attached. **Question Called: All present voting yes. Motion carried.**

A motion was made by Joseph Barrett and seconded by Virginia Spruill to approve the October 5, 2015 minutes of the Board of Equalization and Review. **Question Called: All present voting yes. Motion carried.**

A motion was made by Joseph Barrett and seconded by Virginia Spruill for the adjournment for the receiving of the Value Appeal hearings for 2015. **Question Called: All present voting yes. Motion carried.**

Chairwoman Greene closed the Board of E&R to go back into regular session.

Ad Valorem Tax Appeals (Motor Vehicle Refunds):

Mrs. Allen appeared before the Board once more to obtain approval to release or refund Ad Valorem taxes assessed in the amount of \$765.19 on 19 appeals.

A motion was made by Chester Deloatch and seconded by Robert Carter to approve the request for release or refund of the Ad Valorem tax appeals submitted herewith in the amounts and for the reasons stated on the listings. **Question Called: All present voting yes. Motion carried.**

Amendment to EMS Management & Consultants Contract:

Mr. Chuck Joyner, EMS Director, appeared before the Board to obtain approval to enter into a contract amendment with EMS Management & Consultants who is the billing company for the EMS Department. Recently, the company has come out with an application that works electronically which will allow paper forms, patient reports, etc. to be downloaded to an iPad.

A motion was made by Joseph Barrett and seconded by Robert Carter that the Northampton County Board of Commissioners allow the Northampton County Ambulance Service to enter into this amendment to the billing services agreement with EMS Management and Consultants. **Question Called: All present voting yes. Motion carried.**

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**

Decision Paper

To: Northampton County Board of Commissioners

From: Charles Joyner EMS Director

Date: 12/07/2015

Subject: Amendment to contract

Purpose: To obtain approval from the Northampton County Board of Commissioners to enter into a contract amendment with EMS Management & Consultants.

Facts: EMS Management & Consultants is currently the billing company for Northampton County Ambulance Service. The Ambulance entered into a billing service agreement with EMS Management & Consultants in September of 2011. According to the terms of the agreement Northampton County Ambulance Service pays a fee for this service of 5.2% of the net collections on a monthly basis. EMS Management & Consultants pays the monthly cost for EMS Charts. EMS Charts is a web based patient care report company that offers a variety of different applications. Currently we are using the web based application that is accessed by PC's at the stations and a mobile version that is downloaded onto our current laptops. EMS Charts has recently started to offer an application that is compatible with iPads called sync pad. This version is completely paperless and offers much more versatility and is much more secure than our current applications which still rely on paper forms and notes.

I contacted EMS Management & Consultants and spoke with our sales representative and they have agreed to amend our current billing services agreement. According to the terms of the amendment EMS Management & Consultants has agreed to pay the transition cost from mobile to sync pad. EMS Management & Consultants also agrees to provide to Northampton County Ambulance Service (8) eight Apple ipads with protective cases as well as a (3) year protection plan.

The county attorney has reviewed and approved all the documents included with this decision paper

Discussion: As stated above the current application requires our technicians to rely on paper forms and written notes in order to complete a patient care report. By moving to sync pad all of the current paper forms can be downloaded onto the ipad and kept secure by password protection. This application will also be much more user friendly and allow real time documentation.

Recommendation: I would respectfully request that the Northampton County Board of Commissioners allow Northampton County Ambulance Service to enter into this amendment to the billing services agreement with EMS Management and Consultants.

Respectfully Submitted



Charles Joyner

Coordination

County Manager

Concur: Kimberly F. D...
Concur with Comment: 12/1/15
Non - Concur: _____

Finance Director

Concur: Phillip A. Edwards
Concur with comment: _____
Non-concur: _____

County Appointments to the CADA Board of Directors and Management Matters:

Ms. Kimberly Turner, County Manager, appeared before the Board with a request for reappointments to the CADA Board. They are asking to reappoint Mr. Chester Deloatch and Mrs. Shelia Manley-Evans.

A motion was made by Robert Carter and seconded by Joseph Barrett that Commissioner Chester Deloatch and Mrs. Shelia Manley-Evans be reappointed to the CADA Board of Directors. **Question Called: All present voting yes. Motion carried.**

Ms. Turner also asked the Board for approval for an additional \$100 for employee Christmas bonuses. This cost was included in the budget but it was not approved at that time.

A motion was made by Robert Carter that the employees receive the Christmas bonus of \$200. **Question Called: Yes (Commissioners Carter, Spruill, Barrett, and Greene); no (Commissioner Deloatch). Motion carried.**

**PLEASE SEE SCANNED DOCUMENT WHICH IS
HEREBY MADE A PART OF THESE MINUTES:**



CHOANOKE AREA DEVELOPMENT ASSOCIATION, INC.
P.O. Box 530
RICH SQUARE, NORTH CAROLINA 27869
TELEPHONE 252 539-4155
FAX 252 539-2048



November 18, 2015

Fannie P. Greene, Chair
Northampton Board of Commissioners
100 West Jefferson Street
P O Box 808
Jackson, NC 27845-0808

Dear Commissioner Greene:

Re: County Appointments to the CADA Board of Directors 2016-2017

The By-Laws of Choanoke Area Development Association of North Carolina, Inc. (CADA), designate two Board positions to be appointed by Northampton County. Those appointed by the County may be County Commissioners themselves or may be selected by the Commissioners from other County residents that can represent the County. The term of office is two years. There is no limit to the number of terms a County appointee may serve.

It is important to the mission of this agency that County appointees to the Board have knowledge, experience, and leadership skills that enable CADA to coordinate and maximize resources to serve those in need. Board meetings are on the second Tuesday of each month at 6:00 pm and usually are held at the CADA Administrative Office in Rich Square.

The current Board members appointed by Northampton County are Chester Deloatch and Shelia Manley Evans. Mr. Deloatch and Ms. Evans are eligible to be reappointed. CADA is requesting that your appointments be made by December 15, 2015. The new Board will be installed at the annual meeting on January 12, 2016.

Please let us know if you need additional information. The CADA Board and staff appreciate the continuing support and guidance of the County.

Sincerely,


Sallie P. Surface
Executive Director

Cc: Michelle Nelson, Clerk to the Board

Chairwoman Greene called for a break.

Citizens/Board Comments:

Chairwoman Greene called on the student representative Desiree Pope for comments. Ms. Pope asked some questions of the Board, and thanked them for having her at the meeting.

Chairwoman Greene called for citizens comments.

None were heard.

Chairwoman Greene called for Board comments.

Commissioner Deloatch brought up a concern about a high water bill from a citizen who is not using much water.

Commissioner Spruill wanted to congratulate the student representative and thanked Ms. Putney for bringing her.

Vice-Chairman Barrett asked Attorney McKellar about the status of Mr. Titus Miller's processing facility. Mr. McKellar noted that he spoke with Mr. Miller, and has been in contact with Gary Brown on this issue. Mr. Brown is going to meet with Mr. Miller and go out to the facility to collect information on the business. He also mentioned that proposed language is being revised for the Board's consideration. He is hoping to include better language so this issue can go forward.

Commissioner Carter reiterated his comments from the work session concerning the information that the Board wants to bring to the citizens about the County.

Commissioner Spruill asked Mr. McKellar for an update on recouping taxes. Mr. McKellar said he's been given an updated list by the Tax Assessor. He said the titles are being searched right now. Once that is complete, he will be filing multiple lawsuits.

Chairwoman Greene mentioned that she is on the State Board of Directors this year. She will be going to a meeting next month and would like the Board to let her know of any concerns they wish for her to share on the State level. She also reminded the Commissioners of the Chamber Christmas party on Thursday, and hoped they could attend.

Appointment of Chair and Vice-Chair and Appointment of County Attorney and Clerk to the Board:

Chairwoman Greene turned the meeting over to Mr. McKellar to conduct the appointments.

A motion was made by Chester Deloatch and seconded by Joseph Barrett to appoint Fannie Greene as Chair for the 2016 calendar year. **Question Called: All present voting yes. Motion carried.**

A motion was made by Virginia Spruill and seconded by Fannie Greene to appoint Joseph Barrett as Vice-Chair for the 2016 calendar year. **Question Called: All present voting yes. Motion carried.**

Mr. McKellar turned the meeting back over to Chairwoman Greene.

A motion was made by Joseph Barrett and seconded by Robert Carter to continue with the present County Attorney Scott McKellar. **Question Called: All present voting yes. Motion carried.**

A motion was made by Virginia Spruill and seconded by Joseph Barrett to appoint Michelle Nelson as Clerk to the Board for 2016. **Question Called: All present voting yes. Motion carried.**

Chairwoman Greene recognized the Superintendent in the audience. Dr. Smith-Woofter thanked the Board for the opportunity to have the students come to the meeting. She said Ms. Turner reminded her that the students have an opportunity to do internships with the County as well.

Ms. Turner asked the Board to check their calendars for their iPad training. It was a consensus that the training will be on December 15, 2015 at 10:00 am.

Chairwoman Greene recessed the meeting until 2:30 to meet with the North Carolina Representatives.

Chairwoman Greene called the meeting to order, and called upon Representative Wray to speak first (Senator Smith-Ingram was not at the meeting yet).

Representative Wray greeted the Board, and discussed some of the issues that he's working on:

- The Boat Landing at Odom Prison
- The Hwy 158 project
- The Timber Industry
- Cell Phone Towers in the County

There was also a discussion concerning the sales tax distribution. Representative Wray noted that this issue was a tough challenge, and they were blessed to have Harry Brown (who is a major budget writer on the Senate side) go up against the opposition on this issue. He felt the County got the best deal it could, under the circumstances.

Senator Smith-Ingram also gave comments, and spoke on the issues she feels are important to the County:

- On the Hwy 158 project, Senator Smith-Ingram stated that they were making headway with Secretary Tata. A portion of 158 was included in the Bond package as it related to the roads and the infrastructure. However, that was scaled back after Secretary Tata left. She said the challenge now is to persuade the leadership that is currently running the transportation committee. She's put in a request to Senator Berger, to see if he will work toward getting them some dates.
- Getting secondary roads paved. She is requesting \$500,000 on this project.

- She discussed the Sales Tax Distribution monies that the County will receive, and admonished the Board to have plans and projects in mind for that money.
- She also passed out Senate Bill 554 concerning School Building Lease Reform.

Representative Wray mentioned that he is working with Century Link on internet issues.

Senator Smith-Ingram stated that they can better serve the County when they have plans from the County Commissioners. She asked if the Board could coordinate with the Mayors and the Town Councils to get them plans on what is needed, what research has been done on projects, and what they need from the Representatives. She said they can then take that plan and go lobby for it.

Senator Smith-Ingram asked Chairwoman Greene when she can anticipate getting a list from the Board. It was decided that the Board will have a list ready the first week of February. This would be a list on projects, and to touch base with the Town Council and Mayors.

A motion was made by Chester Deloatch and seconded by Joseph Barrett to adjourn. **Question Called: All present voting yes. Motion carried.**

Michelle Nelson, Clerk to the Board

“r.m. 12-07-15”