

HERTFORD COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING
 COMMISSIONER'S CHAMBERS/MULTI-PURPOSE ROOM – JUDICIAL CENTER

Tuesday, January 19, 2021 - 7:00 PM

Present: Com. Ronald J. Gatling, Chairman, Com. John D. Horton, Vice-Chair Com. Leroy Douglas, Com. Andre` Lassiter, and Com. William F. Mitchell, Jr.

Also Present with the Board: Mr. David B. Cotton, County Manager, Dr. Renee Fleetwood, Clerk to the Board, Attorney Maria Jones, Revelle & Lee

Absent: Attorney Charles L Revelle, III, County Attorney

Chairman Ronald J. Gatling called the meeting to order at 7:00 PM. Com. William F. Mitchell, Jr. provided the Invocation.

On a motion by Com. William F. Mitchell, Jr. and a second by Com. Andre` Lassiter, the Board unanimously approved to amend the Agenda removing Memo #9560, Roanoke Chowan Community College (RCCC) Fine Arts & Industrial Skills Building Project presentation, as presented by Chairman Gatling.

CONSENT AGENDA

On a motion by Vice-Chair John D. Horton and a second by Com. Mitchell, the Board unanimously approved the Consent Agenda as follows:

- Approval of December 17, 2020 and January 4, 2021 Minutes
- Approval of Taxpayer Refund to Jerome Williams
- **\$106.55- Jerome Williams Vendor # 15703 for over payment on paid account.**
 (The account was paid in full by tax payers for 2020 taxes.)
- Approval of NCVTS Refund Edwin Wray Rose

North Carolina Vehicle Tax System																			
NCVTS Pending Refund report																			
Report Date 1/7/2021 9:40:20 AM																			
Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Rate	Status	Transaction #	Refund Description	Refund Reason	Create Date	Auth	Tax Jurisd	Levy Type	Change	Interest Change	Total Change
ROSE, EDWIN WRAY	ROSE, EDWIN WRAY	ROSE, HEATHER BABB	405 CAROLINA DR		MURFREESBORO, NC 27855	Proration	0027140748		PENDING	205600194	Refund Generated due to proration on Bill #0027140748-2019-2019-0000-00	Vehicle Sold	12/15/2020		G01	Tax	(\$61.30)	\$0.00	(\$61.30)
															C04	Tax	(\$48.16)	\$0.00	(\$48.16)
															C04	Vehicle Fee	\$0.00	\$0.00	\$0.00
Refund \$109.46																			

REQUEST APPROVAL OF BOARD APPOINTMENTS: NORTHERN REGIONAL ADVISORY BOARD (TRILLIUM HEALTH RESOURCES) HERTFORD COUNTY LIBRARY ADVISORY BOARD AND RCCC BOARD OF TRUSTEES

The Board tabled the Northern Regional Advisory Board appointment of a Commissioner pending additional information on the meetings for the advisory board.

The Board made the following appointments:

On a motion by Com. Lassiter and a second by Com. Mitchell, the Board unanimously approved the appointment of Caroline Stephenson to the **Hertford County Library Advisory Board** for a six-year term effective January 19, 2021 and expiring June 30, 2027.

Com. Leroy Douglas made a motion recommending the appointment of Kim Saunders to the **RCCC Board of Trustees**. The motion was not seconded; motion failed due to lack of a second.

Com. Lassiter made a motion recommending the appointment of Betty Pugh to the RCCC Board of Trustees. The motion was seconded by Com. Mitchell. Chairman Gatling called for a vote as follows:

Chair Gatling	- No Vote (Aye)
Vice-Chair Horton	- Aye
Com. Douglas	- Nay
Com. Lassiter	-Aye
Com. Mitchell	-Aye

Betty A. Pugh was declared the appointment to the **RCCC Board of Trustees** for a four-year term effective January 19, 2021 and expiring June 30, 2024.

PUBLIC COMMENT

No public comment was made.

REQUEST APPROVAL OF AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2020-2021 AMENDMENT #BA-13 AND UPDATED AMENDMENT #12

On a motion by Com. Douglas and a second by Vice-Chair Horton, the Board unanimously approved the Amendment to the Hertford County Budget Ordinance Fiscal Year 2020-2021 Amendment #BA-13 in the amount of \$23,288.00 as attached.

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2020-2021

BE IT ORDAINED by the Governing Board of the County of Hertford, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
General Fund	100080-527000	Earmarked Funds Sheriff	\$ 2,000	
General Fund -Restricted	100060-413205	NC BOE COVID-19	\$ 21,288	
		Total Changes in Revenue	\$ 23,288	
				\$ -

Net Change in Revenue	\$23,288
------------------------------	-----------------

EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
EXPENDITURE:				
Sheriff	104180-527000	Sheriff Earmarked Funds	\$ 2,000	
Board of Elections	104150-555003	NC BOE COVID-19	\$ 21,288	
		Total Changes in Expenditures	\$ 23,288	\$ -

Net Change in Expenditures	\$23,288
-----------------------------------	-----------------

Explanation:

On a motion by Com. Mitchell, and a second by Com. Douglas, the Board unanimously approved the Updated Amendment #12 to the Hertford County Budget Ordinance Fiscal Year 2020-2021 to report the Board of Elections COVID Relief Grant funds and not the Board of Education as attached.

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2020-2021

BE IT ORDAINED by the Governing Board of the County of Hertford, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

UPDATED

REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
General Fund	100060-413401	Restricted 2020 HMEP Grant	\$ 900	
General Fund	100060-413403	Restricted 2020 HSGP Grant	\$ 92,000	
General Fund	100063-418701	Restricted Low Income Energy Assist Revenue	\$ 62,326	
General Fund	100060-413203	Restricted BOE Cares Revenue	\$ 5,751	
General Fund	100060-413204	Restricted USC SCHW Grant	\$ 17,000	
Total Changes in Revenue			\$ 177,977	
				\$ -

Net Change in Revenue \$177,977

EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
EXPENDITURE:				
Emergency Management	104200-527011	2020 HMEP Expense	\$ 900	
Emergency Management	104200-527006	2020 HSGP Expense	\$ 92,000	
Public Assistance - DSS	104440-563001	Low Income Energy Assist Expense	\$ 62,326	
Elections	104150-555001	BOE Cares Expense	\$ 5,751	
Elections	104150-555002	USC SCHW Grant	\$ 17,000	
Total Changes in Expenditures			\$ 177,977	\$ -

Net Change in Expenditures \$177,977

Explanation:

MONTHLY FINANCIAL REPORT

Mrs. Renee Draper, Finance Director, provided the Monthly Financial Report to the Board as attached.

After a brief discussion, Chairman Gatling and the Board requested that Mrs. Draper provide a more detailed finance report that covers July 1, 2020 through January 2021.



Hertford County Finance Office

115 Justice Drive, Suite 1

Winton, NC 27986

(252) 358-7805

Memorandum

To: Hertford County Board of Commissioners
Through: David B. Cotton, County Manager
From: Renee' Draper, Finance Director
Date: January 19, 2021
Re: Monthly Financial Report

The information used to create this memorandum includes data through December 31, 2020. The report is formatted using the same template for the Annual Budget Ordinance providing the original budget figures, revised budget figures, actual revenue and percent of budget received year to date. As a point of reference, there are certain revenues and expenditures (such as sales & use taxes, property taxes, debt service, maintenance contracts, risk management insurance, etc.) are collected/paid quarterly and annually, which may result in the specific percentages appearing skewed as compared with year to date percentages.

- General Fund revenues for the month ending December 31, 2020 were \$13.2 million actual. This is an increase of \$180,000 or 1% compared to FY20. At this time in FY21 the County's total revenue collection is not noticeably different than what was projected for the first half of the fiscal year.
- Solid Waste revenues for the month ending December 31, 2020 were \$852,000. This is a decrease of \$38,500 or (2.9%) from FY20. The total revenues collected are at 67% of the amended budget for the fiscal year.
- Northern Water revenues for the month ending December 31, 2020 were \$246,508. This is a decrease of \$37,750 or (9.2%) from FY20. The total revenues collected are at 43% of the amended budget for FY21.
- Southern Water revenues for the month ending December 31, 2020 were \$519,550. This is a decrease of \$14,300 or (1.8%) from FY20. The total revenues collected are at 44% of the amended budget for FY21. Due to Governor Coopers Executive Orders 124 & 142 that prohibited the charge of fees on unpaid utility accounts, this reflects in the deficit in collections. Since the County has recently adopted a payment arrangement plan for customers, collection of back owed utilities should be fulfilled by the end of FY21.

- Tunis Sewer District revenues for the month end were \$14,125. This is an increase of \$500 or 2.4% from FY20. The total revenues collected are at 38% of the amended budget for FY21

Overall, expenditures throughout the different funds are within estimated levels through December 31, 2020. Expenditures will continue to be controlled and monitored to ensure appropriations remain within approved parameters.

Please let me know if you have any questions about the report or the information it contains.

FY21 QUARTERLY BUDGET REPORT

REVENUE	Original Budget	Revised Budget	July - September		October - December		
			YTD Actual	YTD %	Revised Budget	YTD Actual	YTD %
10 GENERAL FUND							
Ad Valorem Taxes	\$12,791,331	\$12,791,331	\$260,084	2%	\$12,791,331	\$9,938,764	70%
Old Vehicle Taxes	\$40,000	\$40,000	\$1,250	3%	\$40,000	\$7,081	18%
New Vehicle Taxes	\$1,270,225	\$1,270,225	\$266,665	21%	\$1,270,225	\$665,002	52%
Sales & Use Taxes	\$4,788,588	\$4,788,588	\$0	0%	\$4,788,588	\$1,417,512	30%
Other Taxes & Licenses	\$71,479	\$71,479	\$8,474	12%	\$71,479	\$27,670	39%
Beer & Wine Tax	\$60,000	\$60,000	\$0	0%	\$60,000	\$0	0%
Restricted Intergovernmental General	\$444,593	\$449,710	\$71,327	16%	\$631,794	\$174,399	28%
Restricted Intergovernmental Aging	\$325,157	\$359,121	\$49,605	14%	\$435,224	\$135,892	31%
Restricted Intergovernmental - DSS	\$2,535,100	\$2,696,301	\$291,069	11%	\$2,678,767	\$1,055,877	39%
Permits and Fees	\$213,000	\$213,000	\$48,138	23%	\$213,000	\$162,831	76%
Sales and Services	\$1,596,238	\$1,596,238	\$289,370	18%	\$1,601,951	\$801,891	50%
Investment Earnings	\$110,000	\$110,000	\$4,058	4%	\$110,000	\$6,204	6%
Miscellaneous Revenue	\$73,235	\$73,235	\$2,630	4%	\$73,235	\$38,749	53%
Transfers from Other Funds	\$120,798	\$120,798	\$20,000	17%	\$173,500	\$50,728	29%
TOTAL	\$24,439,744	\$24,840,026	\$1,312,670	5%	\$24,940,064	\$13,280,109	53%
62 SOLID WASTE							
User Fees	\$1,257,668	\$1,257,668	\$117,000	9%	\$1,257,668	\$852,131	68%
Interest Income	\$3,760	\$3,760	\$127	3%	\$3,760	\$178	5%
TOTAL	\$1,261,428	\$1,261,428	\$117,127	9%	\$1,261,428	\$117,187	67%
65 NORTHERN RURAL WATER							
User Fees	\$559,894	\$559,894	\$139,222	24%	\$559,894	\$245,760	44%
Transfer from General Fund	\$940	\$940	\$0	0%	\$940	\$0	0%
Interest Income	\$10,000	\$10,000	\$41	0%	\$10,000	\$728	7%
TOTAL	\$570,834	\$570,834	\$139,583	24%	\$570,834	\$246,508	43%
66 SOUTHERN RURAL WATER							
User Fees	\$1,145,476	\$1,145,476	\$234,034	20%	\$1,145,476	\$517,046	45%
Transfer from General Fund	\$1,200	\$1,200	\$0	0%	\$1,200	\$0	0%
Interest Income	\$35,280	\$35,280	\$1,701	4%	\$35,280	\$2,510	7%
TOTAL	\$1,181,956	\$1,181,956	\$235,735	20%	\$1,181,956	\$519,556	44%
67 TUNIS SEWER DISTRICT							
User Fees	\$27,856	\$27,856	\$7,565	27%	\$27,856	\$12,356	44%
Interest Income	\$1,800	\$1,800	\$64	3%	\$1,800	\$114	6%
TOTAL	\$29,656	\$29,656	\$7,629	26%	\$29,656	\$12,470	42%

FISCAL YEAR 2021 – 2022 BUDGET DEVELOPMENT SCHEDULE

Manager David B. Cotton, presented the Fiscal Year 2021 – 2022 Budget Development Schedule to the Board stating that the schedule was detailed according to the statutory deadlines and open to change at the Board's discretion.

During the discussion, Chairman Gatling requested that Manager Cotton inform the Tax Collector, Mrs. Tammy Eason, to develop a plan of action to increase the County collection rate for FY 2021-2022 and present that information to the Board during the Budget Work Session, and that aside from the Board choosing the dates for their Retreats/Work Sessions, Manager Cotton could proceed with the items listed on the 2021-2022 Budget Development Schedule.

REQUEST APPROVAL OF CONTRACT FOR AGING SERVICES PROVIDED THROUGH THE OLDER AMERICANS ACT AND STATE APPROPRIATED FUNDS FROM THE NC DIVISION OF AGING JULY 1, 2020 – JUNE 30, 2021

On a motion by Com. Douglas and a second by Com. Mitchell, the Board unanimously approved the Contract for Aging Services Provided Through the Older Americans Act and State Appropriated Funds from the NC Division of Aging July 1, 2020 – June 30, 2021 with Federal/State Dollars of \$7,011.00 and a County Local Match of \$2,337.00 General Purpose (176) as presented by Mrs. Diedre Evans, Office of Aging Director.

REQUEST APPROVAL OF RESOLUTION AUTHORIZING REMOVAL OF MISC. BOOK 165 (1947) FOR PRESERVATION

On a motion by Com. Lassiter and a second by Vice-Chair Horton, the Board unanimously approved the Resolution Authorizing Removal of Misc. Book 165 (1947) for Preservation as presented by Mrs. Melanie Storey, Register of Deeds.



RESOLUTION

AUTHORIZING REMOVAL OF CERTAIN PUBLIC RECORD BOOKS KEPT

BY THE REGISTER OF DEEDS FOR THE PURPOSE OF REPAIR, RESTORATION AND REBINDING

WHEREAS, N.C. Gen. Stat. 132-7 provides that books of public records should be copied or repaired, renovated or rebound if worn, mutilated, damaged or difficult to read; and

WHEREAS, there is identified certain books of public records maintained by the Register of Deeds in need of repair, restoration and rebinding; and

WHEREAS, Kofile Inc. RecordSave is under contract to provide repair, restoration and rebinding of those certain books of public records.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for Hertford County, North Carolina, that:

Section 1. The Register of Deeds is authorized to remove or cause to be removed to the care and custody of Kofile Inc. RecordSave, Document Preservation Specialists for repair, restoration and rebinding the following book of public records: **Misc. Records, 1947**

Section 2. The book of public records listed in Section 1. of this resolution may remain in the care and custody of Kofile Inc. RecordSave, Document Preservation Specialists for the length of time required to repair, restore or rebind it.

Section 3. This resolution is effective upon its adoption.

Adopted the 19th of January, 2021.

Ronald J. Gatling, Chairman

ATTEST

Clerk to the Board

PERSONNEL POLICY EXCEPTION REQUEST

Manager Cotton presented and recommended to the Board a request from Mr. James Broglin, Hertford County EMS Director, to offer part-time employment to the wife of a full-time employee who would be assigned to work on separate shifts in the EMS Department.

On a motion by Com. Lassiter and a second by Vice-Chair Horton, the Board unanimously approved the request for the EMS Department to employ part-time the spouse of a full-time employee with the stipulation that the Human Resource Director and the EMS Director monitor the department to ensure no conflict of interest practices occur in the department that could undermine the workforce's view of management's commitment to ethics in general.

COUNTY MANAGER'S COMMENTS

Manager Cotton commented he received a request from Dr. William T. Wright, Hertford County Public Schools Superintendent, offering the County Right of First Refusal on real property located at 820 NC 461 in Ahoskie valued at \$31,173.00 that the school system going to dispose of on January 25, 2021.

After discussion, Chairman Gatling advised Manager Cotton that the Board needed additional information regarding the property and the legal process involved.

Chairman Gatling further advised Manager Cotton as follows: the Board is requesting a presentation of the Economic Development Plan focusing on plans and direction of how to shape the goals and objectives outlined by the Board for the County at the upcoming retreat on February 1, 2021; 2020-2021 plans for the Tourism Board advertising; the County Museum establishment; moving forward on the plans for the old Hertford County Courthouse parking lot and building; a report of trends in departments before deficits; continued communication with Hometown Strong personnel; the importance of workshops and goal setting; and stressed that it is critical for the Board to know how citizens and businesses are doing. Additionally, Manager Cotton was asked to reach out to set a gauge on how the County is progressing or digressing; and report to the Board the number of lives loss in the County since the COVID-19 Pandemic. Chairman Gatling concluded by stating the Board wants to see County participation in Holiday celebrations even if participation is with other organizations.

COMMISSIONERS' COMMENTS

The Board made the following comments:

Com. Mitchell made no comments.

Com. Lassiter commented Happy New Year to everyone and he was wishing for snow.

Com. Douglas apologized for arriving late for the meeting.

Vice-Chair Horton commented that the recent NCACC Legislative Conference was a great event asked Clerk Fleetwood to share a copy of the approved objectives with the Board.

Chairman Gatling commented as follows:

- 1) advised Manager Cotton to take pictures of the message boards and publicize in the County; make sure the Resolutions for the Tourism Development Authority & HC Museum establishments go before the General Assembly to be presented in time for consideration, the County does not miss the deadline for the PARTF Grant, and work on COVID vaccination sites in the County
- 2) a citizen affiliated with the Robin Institute wants to donate 1,000 facemasks and 2,500 hand sanitizers for the County to dispense to citizens; requesting that Manager Cotton and Clerk Fleetwood be responsible for distributing the donated items
- 3) attended a fruitful meeting this week with Manager Cotton, Clerk Fleetwood and Mr. Peter Griffith regarding the Hertford County Museum
- 4) a wealth of historical documentation was printed in a book years ago by Cal Bryant; he is seeking additional information from Cal through Clerk Fleetwood,
- 5) the County is continuing to solicit artifacts and other items for the HC Museum

Chairman Gatling concluded his comments stating he is excited about capturing the big history for Hertford County.

CLOSED SESSION

On a motion by Com. Douglas and a second by Com. Lassiter, the Board unanimously approved to move to Closed Session as allowed under NCGS § 143-318.11(a)(3) to consult with the County Attorney.

Minutes of Closed Session are on file in the Office of the Clerk to the Board.

On a motion by Com. Mitchell and a second by Com. Douglas, the Board unanimously approved to return to the Regular session.

ADJOURN MEETING

On a motion by Com. Mitchell and a second by Com. Douglas, the Board unanimously approved to adjourn the meeting.

Approved: February 1, 2021

Com. Ronald J. Gatling, Chairman

Dr. Renee Fleetwood, Clerk Fleetwood