

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

Monday, April 5, 2021 - 9:00 AM

**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 Charles L Revelle, III, County Attorney  
Attorney Maria Jones, Revelle & Lee

The following directors attended the meeting: Mrs. Brenda Brown, DSS Director, Mrs. Renee Draper, Finance Director, Ms. Kelly Bowers, Economic Development Director, and Mrs. Diedre Evans, Office of Aging Director.

Chairman Ronald J. Gatling called the meeting to order at 9:00 AM, and Vice-Chair Horton provided the Invocation.

On a motion by Com. Andre' Lassiter and a second by Com. William F. Mitchell, Jr., the Board approved to move Memo #9610 Request Approval of Hertford County Commissioners' Advisory Board on Aging and Approval of By-Laws to Closed Session.

**CONSENT AGENDA**

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

- Approval of March 15, 2021 Minutes
- Request Approval of Tax Payer Refunds James J. Artis & Ivy Wells

\$123.89-Lloyd J. Parker-Vendor#15743 for garnishment on Foreclosed property PIN #5996-35-8516 not owned by taxpayer  
\$348.85-Larry Wynn- Vendor# 903961 During reval the DWMH was erroneously picked up as a modular.

## **INTRODUCTION OF MARCH AND APRIL 2021 NEW HERTFORD COUNTY EMPLOYEES**

Ms. Kimberly Turner introduced the following employees to the Board:

### **Hertford County Personnel Report**

#### **March 2021**

<b><u>Employees Hired</u></b>	<b><u>PT/FT</u></b>	<b><u>Department</u></b>
Michael Williams	PT	Solid Waste
Kathryn Williams	PT	EMS
Sherrick Mizelle	PT	Public Buildings
Tiffany Moore	FT	Detention Center
Andre Spruill	FT	Detention Center
Tiffany Johnson	FT	DSS
David Tadlock	FT	EMS

### **Hertford County Personnel Report**

#### **April 2021**

<b><u>Employees Hired</u></b>	<b><u>PT/FT</u></b>	<b><u>Department</u></b>
Marcus Lewter	FT	Detention Center
Darryl Williams	FT	Detention Center
Ricky Winborne	FT	Public Buildings

New employee, Andre Spruill, did not attend the meeting to be introduced to the Board.

Chairman Gatling and the Board welcomed the new employees to Hertford County Local Government.

## **REQUEST A CHANGE TO THE HERTFORD COUNTY PERSONNEL POLICY**

On a motion by Com. Lassiter and a second by Com. Mitchell, the Board approved the change to the Hertford County Personnel Policy Section 1.2-Applicability of Policy, Section VI.4-Sick Leave, and Section VI.4 – Bereavement Leave as presented by Ms. Kimberly Turner as follows:

**Section I: In General****I.1 Purpose of Policy**

This policy establishes a system of personnel administration for Hertford County that provides a program to recruit, select, employ, develop and maintain an effective and responsible work force. This policy also covers conditions of employment, employee benefits, work rules, grievance procedures, position classification and pay administration.

**I.2 Applicability of Policy**

This policy shall cover all regular and probationary employees, except as specifically exempted. The county attorney, members of the Board of County Commissioners, employees of elected officials, employees subject to the jurisdiction of the North Carolina Cooperative Extension Service and Social Service Employees and members of advisory boards and commissions shall be exempted, except in sections where specifically included. Part-time and Temporary employees will be included only where specifically included.

**I.3 Merit Principles**

Hertford County embraces the following merit principles in administering its personnel program:

of merit. All positions requiring the performance of the same duties and fulfillment of the same responsibilities shall be assigned to the same job class and salary grade. No applicant for County employment or employee shall be deprived of employment opportunities or otherwise adversely affected as an employee or applicant because of race, color, creed, religious belief, gender, national origin, age or non-qualifying handicap.

**I.4 Duties and Responsibilities of County Manager**

As the chief executive officer the county manager is the head of the administrative branch of the county government and is directly responsible to the Board of County Commissioners for the administration and technical direction of the personnel program. The county manager shall make appointments, dismissals and suspensions in accordance with the laws of the United States Government, State of North Carolina, county ordinances and other policies and procedures spelled out in this manual.

**I.5 Employees in Offices of Sheriff and Register of Deeds**

The County of Hertford adheres to and supports the provisions of the statutes of North Carolina regarding employees in the offices of Sheriff and Register of Deeds as specifically described in North Carolina General Statutes.

The Hertford County Sheriff's Department has a Policy and Procedure Manual; and in the event of a conflict between that manual and this policy, the approved Sheriff's Department Policy and Procedure Manual shall control.



Years of Service	Annual Hours Accrued
0 - 1.99	86.25
2 - 4.99	105
5 - 9.99	127.5
10 - 14.99	150
15 - 19.99	172.5
20 +	191.25

An employee who is not on a pay status for as much as one-half (1/2) of the scheduled working days of a month shall not receive annual leave credit for that month. (Pay status is defined as the status of an employee who is receiving pay from Hertford County whether the pay is regular salary, sick pay, compensatory time pay or annual leave pay).

Maximum accumulation of annual leave shall be 240 hours. Any hours accumulated over the maximum shall be converted to sick leave as of the end of the pay period containing December 31 of each calendar year. Converted sick leave shall be used in the same manner as accrued sick leave and may be used for authorized sick leave purposes; and, like regular sick leave, any unused converted sick leave may be counted toward creditable service at retirement.

An employee cannot work for the county while on paid annual leave, nor is an employee authorized to use annual leave that is accrued by another employee.

No employee shall be paid for annual leave without taking the time away from the job. Vacation leave requests and scheduling are subject to approval by the department head.

Annual leave may be taken as earned by a regular employee when mutually convenient for the county and the employee. Annual leave requests and scheduling are subject to approval by the department head.

At the time of separation of employment an employee shall be paid out for a maximum of 240 hours of accumulated vacation leave.

#### VI.4 Sick Leave

Each full-time county employee shall earn sick leave at the rate of one working day (8 hours) for each month worked. To earn sick leave, an employee must be in a pay status one-half (1/2) or more of the scheduled working days of the month.

Sick leave with pay may be used for absences necessitated by injury or illness to the employee or to a member of the employee's immediate family which required the care of the employee, maternity, required dental care, or exposure to a contagious disease when continuing to work might jeopardize the health of others.

**Definition** – Leave from work with pay may be charged as sick leave if the absence is due to sickness, bodily injury, quarantine,



required physical or dental examinations or treatment, or exposure to a contagious disease when continued work might jeopardize the health of others. Sick leave may also be used for sickness and doctor's appointments of immediate family members. Immediate family members for this purpose are defined as spouse and school-age children living at home. (Family and Medical Leave Act may apply)

Department heads may require a physician's certificate as to the nature of the illness and as to the employee's physical capacity to resume his or her duties.

#### **Bereavement Leave**

When a death occurs in an employee's immediate family, all regular full-time employees may take up to three (3) days off with pay to attend the funeral or make funeral arrangements. The pay for time off will be pro-rated for a part-time employee if the funeral occurs on a scheduled work day. The employer may require verification of the need for the leave. The employee may make arrangements with his or her supervisor for an additional four unpaid days off in the instance of the death of an immediate family member. Additional unpaid time off may be granted depending on the circumstances such as distance, the individual's responsibility for funeral arrangements, and the employee's responsibility for taking care of the estate of the deceased. Immediate family members for the bereavement purpose are as follows: Spouse, children, parents, grandparents, grandchildren, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, and sister-in-law.

### **VI.5 Workers' Compensation**

It is the policy henceforth of Hertford County that an employee who is on Worker's Compensation leave shall receive only weekly benefits due under the Worker's Compensation Act.

Upon retirement, an employee will have his or her salary computed on the basis of his or her last salary plus any merit increment or other salary increase to which he or she would have been entitled during his disability covered by Worker's Compensation. An employee will retain all accumulated sick, annual and compensatory time while drawing Worker's Compensation payments in a leave-without-pay status.

Temporary employees will be placed in a leave-without-pay status and will receive all benefits for which they may be adjudged eligible under the Worker's Compensation Act.

In case of an accident or damages, an accident report must be filed in accordance with the safety manual. All accidents and damages involving employees or property must be reported promptly to the department head and county manager.

If vehicles are involved, reporting should be done immediately to the appropriate departmental official before the vehicle is moved. This includes personal vehicles being used while performing county duties as well as county-owned vehicles.



## Section I: In General

### I.1 Purpose of Policy

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Revised

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**REQUEST APPROVAL OF AMENDMENT TO HERTFORD COUNTY BUDGET  
ORDINANCE FISCAL YEAR 2020-2021 AMENDMENT #18**

On a motion by Com. Mitchell and a second by Com. Douglas, the Board approved the Amendment to Hertford County Budget Ordinance Fiscal Year 2020-2021 Amendment #18 for the 2020 Byrne Justice Assistance Grants, FBI overtime reimbursement, funds received for SHIIP Grant and for MIPPA Grant as presented by Mrs. Renee Draper, Finance Director.

Vice-Chair Horton inquired about the funding from the Cares Act. Mrs. Draper responded that the Cares Act funding had been received and she will have the budget amendment at the next Board meeting.



# 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
Sheriff	100060-413903	2020 Block Grant	\$24,499.80	
Sheriff	100060-413904	2019 Safe Schools Grant	\$35,000.00	
Sheriff	100060-413905	DOJ FBI OT	\$7134.55	
Aging	100061-417602	SHIIP Grant	\$5,209.00	
Aging	100061-417603	MIPPA Grant	\$2,437.00	
Total Changes in Revenue				\$ -

Net Change in Revenue 74280.35

## EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
EXPENDITURE:				
Sheriff	104180-527014	2020 Block Grant	\$24,499.80	
Sheriff	104180-527015	2019 Safe Schools Grant	\$35,000.00	
Sheriff	104180-512100	Salary and Wages - Reg	\$7134.55	
Aging	104390-569028	SHIIP	\$5,209.00	
Aging	104390-569301	MIPPA Grant	\$2,437.00	
Total Changes in Expenditures				\$ -

Net Change in Expenditures 74280.35

## Explanation:

Funds to be received for 2020 Byrne Justice Assistance Grants

Funds to be received for 2019 Byrne Justice Assistance Grants			
Funds received for FBI overtime reimbursement			
Funds received for SHIIP Grant			
Funds received for MIPPA Grant			

Amendment # 18  
 Approved: \_\_\_\_\_  
 Posted: \_\_\_\_\_

Finance Director \_\_\_\_\_ Date \_\_\_\_\_



**REQUEST CONSIDERATION OF PROPOSAL TO LEASE TO THE STATE OF NORTH CAROLINA 119 JUSTICE DRIVE, WINTON, NC AND REQUEST APPROVAL OF THE LEASE AGREEMENT BETWEEN HERTFORD COUNTY AND STATE OF NORTH CAROLINA**

On a motion by Com. Mitchell and a second by Com. Douglas, the Board approved the Proposal to Lease to the State of North Carolina 119 Justice Drive, Winton, NC and the three-year Lease Agreement between Hertford County and the State of North Carolina for the Court and District Attorney's office to occupy office space as presented by Manager David B. Cotton.

**REQUEST APPROVAL OF PETITION & RESOLUTION REQUEST FOR ADDITION TO STATE MAINTAINED SECONDARY ROAD SYSTEM FORM SR-2(3/2006) TO NCDOT: RALEIGH STREET, MURFREESBORO, NC**

On a motion by Com. Lassiter and a second by Com. Mitchell, the Board approved the request to forward the Petition and Resolution request for addition of Raleigh Street, Murfreesboro, NC to a State Maintained Secondary Road System as presented by Manager Cotton.

Chairman Gatling inquired as to whether the Town of Murfreesboro was approving the request. Manager Cotton responded to Chairman Gatling and the Board that NCDOT only requested the documents be submitted to the Board at this time.

Vice-Chair Horton inquired of Manager Cotton regarding the broken marker at Vaughan and Boone town Road that was to be replaced. Manager Cotton responded he would double check to make certain it has been repaired.

**REQUEST APPROVAL OF PROCLAMATION: NATIONAL COUNTY GOVERNMENT MONTH-APRIL 2021 "COUNTIES MATTER"**

On a motion by Com. Lassiter and a second by Com. Mitchell, the Board approved the National County Government Month-April 2021 "Counties Matter" Proclamation.





# HERTFORD

C O U N T Y

*North Carolina*

## Proclamation

### NATIONAL COUNTY GOVERNMENT MONTH - APRIL 2021

#### "COUNTIES MATTER"

**WHEREAS,** the nation's 3,069 counties, parishes and boroughs serving more than 300 million Americans provide essential services to create healthy, safe and vibrant communities; and

**WHEREAS,** counties provide public health services, administer justice, keep communities safe, foster economic opportunities and much more; and

**WHEREAS,** Hertford County and all counties take pride in our responsibility to protect and enhance the health, wellbeing and safety of our residents in efficient and cost-effective ways; and

**WHEREAS,** under the leadership of National Association of Counties President Gary Moore, NACo is demonstrating how "Counties Matter," especially in supporting residents and businesses during the coronavirus pandemic; and

**WHEREAS,** each year since 1991 the National Association of Counties has encouraged counties across the country to elevate awareness of county responsibilities, programs and services; and

**NOW, THEREFORE, BE IT RESOLVED THAT** the Hertford County Board of Commissioners do hereby proclaim April 2021 as National County Government Month and encourage all officials, employees, schools and residents to participate in County government activities.

This the 5<sup>th</sup> day of April, 2021

Honorable Ronald J. Gatling, Chairman

John D. Horton, Vice-Chairman

Leroy Douglas, Commissioner

Andre' Lassiter, Commissioner

William F. Mitchell, Jr., Commissioner

SEAL

Attest:

Dr. Renee Fleetwood, Clerk to the Board

### COUNTY MANAGER'S COMMENTS

County Manager Cotton commented as follows: 1) recommended that Chairman Gatling and the Commissioners advocate for federal funding to complete the US Highway 158 project from the Hertford County line to the East of Jackson in Northampton County, R-2584 A/B/C and 2) shared that these projects were in the approved 2009-2015 State Transportation Improvement Program (STIPO) and the draft 2011-2020 STIP, yet have not been funded or completed.

After a brief discussion with Ms. Kelly Bowers, Economic Director, Chairman Gatling and the Board agreed to a letter of support to be addressed to Congressman Butterfield on behalf of the Board.

Chairman Gatling inquired on plans for the next budget meeting with the Board. Manager Cotton responded that he would be sharing information with the Board at the May 3<sup>rd</sup> Regular meeting.

## **COMMISSIONERS' COMMENTS**

The Commissioners made the following comments:

Vice-Chair Horton shared he and Com. Lassiter's support of an over path at 158 and Hwy 11 as was done at Hwy. 13 and Hwy. 11 rather than a superstreet and asking for citizen support.

After further discussion, Ms. Kelly Bowers shared with the Board that a special committee is being formed to report back to the North Carolina Department of Transportation (NCDOT) with the committee's findings.

Com. Douglas thanked everyone for attending the meeting.

Com. Lassiter wished everyone a Happy Resurrection Day.

Com. Mitchell wished everyone a Happy Easter.

## **CLOSED SESSION CLOSED SESSION**

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

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Approved: April 19, 2021

Com. Ronald J. Gatling, Chairman

Dr. Renee Fleetwood, Clerk to the Board