

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

**Monday, May 3, 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, Mrs. Tammy Eason, Tax Collector, Mrs. Diedre Evans, Office of Aging Director, Mrs. Felicia Gaskins, E911 Director, Mr. Chris Smith, Emergency Management Director and Sheriff Dexter Hayes.

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

**REQUEST APPROVAL OF TAXPAYER REFUND TO GLADYS BULLOCK**

On a motion by Com. Andre` Lassiter and a second by Vice-Chair John Horton, the Board unanimously approved the taxpayer refund to Gladys Bullock in the amount of \$102.70 as requested by Mrs. Tammy Eason, Hertford County Tax Collector.

**INTRODUCTION OF MAY 2021 NEW HERTFORD COUNTY EMPLOYEES**

Ms. Kimberly Turner, Director of Human Resources/Risk Management, presented the following employees along with Sherrick Mizelle hired (PT Housekeeping) March 2021:

**Hertford County Personnel Report  
May 2021**

| <b><u>Employees Hired</u></b> | <b><u>PT/FT</u></b> | <b><u>Department</u></b> |
|-------------------------------|---------------------|--------------------------|
| Phyllis Williams              | FT                  | Detention Center         |
| Destiny Waff                  | PT                  | EMS                      |

Chairman Gatling and the Commissioners welcomed the new employees.

**REQUEST APPROVAL OF AMENDMENT TO HERTFORD COUNTY BUDGET  
ORDINANCE FISCAL YEAR 2020-2021 AMENDMENT #22**

On a motion by Com. William F. Mitchell, Jr. and a second by Vice-Chair John Horton, the Board unanimously approved the Amendment to Hertford County Budget Ordinance Fiscal Year 2020-2021 Amendment #22 in the amount of \$24,432.81.

**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 |
|---------------------------------|----------------|----------------------------|------------------------------|-----------------|
| Aging                           | 100112-448500  | Fund Balance Appropriation | 24,432.81                    |                 |
| <b>Total Changes in Revenue</b> |                |                            | <b>\$24,432.81</b>           |                 |
|                                 |                |                            |                              | \$ -            |
|                                 |                |                            | <b>Net Change in Revenue</b> | <b>24432.81</b> |

**EXPENDITURE:**

| Department                           | Account Number | Account Description | Amount Increase                   | Amount Decrease    |
|--------------------------------------|----------------|---------------------|-----------------------------------|--------------------|
| Aging                                | 104342-568700  | ROAP RGP CPTA       | 24,432.81                         |                    |
| <b>Total Changes in Expenditures</b> |                |                     | <b>\$24,432.81</b>                | <b>\$ -</b>        |
|                                      |                |                     | <b>Net Change in Expenditures</b> | <b>\$24,432.81</b> |

**Explanation:**

Funds rolled over for FY20 ROAP/SMAP unspent funds

Amendment # 22  
 Approved: \_\_\_\_\_  
 Posted: \_\_\_\_\_

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

# **REQUEST FOR REVISION OF HERTFORD COUNTY COMMISSIONERS' ADVISORY BOARD ON AGING BY-LAWS**

On a motion by Com. Leroy Douglas, and a second by Com. Mitchell, the Board unanimously approved the final reading of the Hertford County Commissioners' Advisory Board on Aging By-Laws.



## **HERTFORD COUNTY COMMISSIONERS' ADVISORY BOARD ON AGING**

### **BY-LAWS**

#### **ARTICLE 1 – NAME**

The name of the Advisory Board shall be the Hertford County Commissioners' Advisory Board on Aging, hereafter, referred to as the "Council on Aging".

#### **ARTICLE II – PURPOSE & RESPONSIBILITIES**

The Purpose of this advisory board is to carry out the Congressional intent of the Older Americans Act to provide a means for citizens' participation to plan, to advise, advocate, and promote coordination of Aging services in Hertford County:

It shall be the responsibility of the Council on Aging while acting as the liaison between the older citizens of the County and the County government to:

- advise services on Aging matters concerning planning, implementing, and evaluating programs for senior citizens of Hertford County.
- advocate for older adults in social, political, and economic areas; encouraging independence and promoting happiness.
- suggest policy and make recommendations to the Board of Commissioners and the Office of Aging on the special needs of the elderly, particularly with respect to the needs for a comprehensive, integrated approach to the delivery of services in the fields of health, mental health, social services, recreation, employment and other programs for older adults.
- Work to simulate and promote needed services and programs for older residents.
- Assist the public and voluntary agencies in providing services to older persons.
- Review and make recommendations concerning service proposals and funding of services that have an impact on older persons.
- Advocate the needs of the DOA to the BOCC.
- Perform other functions and duties from time to time as requested and prescribed by the BOCC.

#### **ARTICLE III - COMPOSITION**

1. Council Membership
  - a). Membership of the Council is to be selected and appointed by the Hertford County Board of Commissioners.
  - b). The Council shall consist of eight members at large from the county who are knowledgeable and experienced in the needs of the elderly.
  - c). The County Director of Social Services, Federal Social Security, and Director of Social Service or his/her designee, and four citizens, shall serve by virtue of their respective offices.
  - d). A Hertford County Board of Commissioner shall serve as a member.
2. The Council shall consist of eight members.
3. At least two of the Council memberships shall be participants in the Office of Aging program.
4. Council members at large shall be appointed from the county for four-year terms, staggered.

**ARTICLE IV - FILLING OF VACANCIES**

Members of the Council may recommend prospective members for appointment to the Council.

**ARTICLE V - MEETINGS**

The Council on Aging shall meet quarterly at a time and place agreed upon by the Council Members.

The Chairman may call other meetings as deemed necessary, provided notice is given to all members. Seven members are needed for a quorum.

- (A) Special meetings of the Council may be called at the discretion of the Chairperson, or upon request of one-half of the Council. Requests shall state the purpose of the special meeting in writing.
- (B) Notices of all meetings of the Council shall be provided in advance to the members and to the Chairperson and the Hertford County Board of Commissioners.

**ARTICLE VI - OFFICERS**

The Council shall elect from its members a Chairman and a Vice-Chairman and create and fill such offices as it may determine. Terms of office shall be one year, with eligibility for re-election.

**ARTICLE VII - DUTIES OF THE CHAIRMAN**

The Chairman shall preside at all meetings of the Council. He or she shall call special meetings with prior notice given, when necessary. The Chairman shall appoint all special Councils and shall be a non-voting member.

**ARTICLE VIII - DUTIES OF THE VICE-CHAIRMAN**

In the absence of the Chairman, the Vice-Chairman shall preside and perform the duties of the Chairman.

**ARTICLE IX - DUTIES OF THE SECRETARY**

The Secretary shall keep the minutes of the Council meetings and shall perform such other secretarial duties as may arise from time to time. The Administrative Support Staff of the Office of Aging shall serve as the Secretary.

Adopted the 3<sup>rd</sup> day of May, 2021

Hertford County Board of Commissioners

\_\_\_\_\_  
Honorable Ronald J. Gatling, Chairman

ATTEST:

\_\_\_\_\_  
Clerk to the Board

**HOME CONSORTIUM GRANT PROGRAM PRESENTATION**

Manager Cotton presented the HOME Consortium Grant Program stating the following: East Carolina University was enlisted by the State Employees Credit Union to work with five communities in North Eastern North Carolina (Bertie, Halifax, Hertford, Martin and Northampton) to increase both the quality and strength of grant applications submitted by non-profit organizations for Affordable Housing initiatives; potential funding of \$657,000.00 annually determined amongst the partners, \$93,000.00 the first year and every year after that based on what is received.

After a brief discussion, on a motion by Com. Lassiter and a second by Com. Mitchell, the Board unanimously approved for Manager Cotton to move forward with Hertford County as a partner in the HOME Consortium Grant Program.

**REQUEST APPROVAL OF A PROCLAMATION HONORING THE LIFE OF MS. MABELLE WILLIAMS ARCHER**

On a motion by Com. Mitchell and a second by Com. Lassiter, the Board unanimously approved the Proclamation Honoring the Life of Ms. Mabelle Williams Archer.



**HERTFORD**  
C O U N T Y  
*North Carolina*

**A PROCLAMATION  
HONORING THE MEMORY OF  
MABELLE WILLIAMS ARCHER**

- WHEREAS,** Ms. Mabelle Williams Archer, of Hertford County, passed from this life on April 24, 2021, and
- WHEREAS,** Ms. Mabelle Williams Archer was married 68 years to the late Elbert 'Possie' Archer and dedicated her life to her husband, her three daughters, (Zenobia A Williams, Alberta Archer, Doris Archer) her church, Mount Moriah Baptist Church, and mankind; and
- WHEREAS,** she demonstrated strong qualities of the *Proverbs 31* kind-hearted woman who not only provided support and encouragement to her family but to those in need with her passion for sewing, cooking, and gardening.
- WHEREAS,** Ms. Mabelle Williams Archer's legacy of faith and service will continue to inspire her loved ones and the Hertford County community; and

**NOW, THEREFORE BE IT PROCLAIMED** that the Hertford County Board of Commissioners do hereby honor the memory of and express our deep sympathy to the Archer & Williams Family in the passing of Ms. Mabelle Williams Archer; and

**NOW, THEREFORE BE IT FURTHER PROCLAIMED,** that the Hertford County Board of Commissioners will retain a copy of this proclamation in Board records and a copy will be given to the family of Ms. Mabelle Williams Archer for their keeping; and

**IN WITNESS WHEREOF,** I make known to all persons in Hertford County that I do hereby set my hand, and cause the Seal of Hertford County to be affixed this 3<sup>rd</sup> day of May, two thousand twenty-one.

HERTFORD COUNTY BOARD OF COMMISSIONERS

Honorable Ronald J. Gatling, Chairman

ATTEST \_\_\_\_\_  
Dr. Renee Fleetwood, Clerk to the Board

**COUNTY MANAGER'S COMMENTS**

Manager Cotton stated that in terms of County government, there is a few opportunities along the line of Economic Development and funding has not been advertised yet hopefully he will be bringing good news in terms of funding going into the next fiscal year.

**COMMISSIONERS' COMMENTS**

The Commissioners made the following comments:

Commissioner Douglas thanked everyone for attending the meeting.

Vice-Chair Horton commented on the HOME Consortium Grant Program stating that his preference is to give 1/5 of the proceeds out by counties.

No comments were made by Chairman Gatling and Com. Lassiter.

Com. Mitchell commented hello to everyone.

### **CLOSED SESSION**

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

### **CONVENING AS THE BOARD OF EQUALIZATION & REVIEW TO HEAR TAXPAYER'S APPEALS**

On a motion by Com. Mitchell and a second by Com. Douglas, the Board unanimously approved to recess Regular session and convene as the Board of Equalization & Review to hear taxpayer's appeals.

Minutes of Board of Equalization & Review are on file with the Clerk to the Board.

On a motion by Com. Mitchell and a second by Com. Lassiter, the Board unanimously approved to recess the meeting of the Board of Equalization & Review until June 7, 2021 and return to Regular session.

### **RECESS MEETING**

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

Approved May 17, 2021

Com. Ronald J. Gatling, Chairman

Dr. Renee Fleetwood, Clerk to Board