

**HERTFORD COUNTY BOARD OF COMMISSIONERS  
RECONVENED MEETING**

MULTI-PURPOSE ROOM – JUDICIAL CENTER

Thursday, June 25, 2020 - 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, Interim County Manager, Dr. Renee Fleetwood, Clerk to the Board, Mr. Charles L Revelle, III, County Attorney

Chairman Ronald J. Gatling called the reconvened June 15<sup>th</sup> meeting to order at 9:00 AM and Com. William F. Mitchell, Jr. provided the Invocation.

Chairman Gatling announced that Closed Session would be added to the Agenda.

**REQUEST APPROVAL OF ADDITIONAL HERTFORD COUNTY SUMMER INTERNS**

On a motion by Com Andre` Lassiter and a second by Com. William F. Mitchell, Jr. the board unanimously approved for Tanijah Mitchell, Jaida Stephenson, Amari Tann, Joshua Brawner, and Tyra Lassiter as summer interns.

The Board also approved for one additional intern position to be added to the Summer Intern Program.

Vice-Chair John D. Horton arrived at 9:07 AM.

**REQUEST APPROVAL OF BUDGET ORDINANCE FY 2019-2020 AMENDMENT #24**

On a motion by Com. Mitchell and a second by Com. Leroy Douglas the Board unanimously approved Budget Ordinance FY 2019-2020 Amendment #24 totaling \$762,274.00 for year-end adjustments to reflect actual revenues received to date, revenue entry to recognize COVID-19 revenue received during FY 19-20, and year-end adjustments to reflect actual and projected expenditures incurred through June 30, 2020.

# AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2019-2020

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, 2020:

## REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
General Fund - Ad Valorem Taxes	100010-411000	Taxes - Ad Valorem - Current Year	\$ 76,800.00	
General Fund - Ad Valorem Taxes	100010-411002	Taxes - Ad Valorem - Future Year	\$ 24,800.00	
General Fund - Restricted Intergovernmental	100061-416630	BCBS Meals on Wheels	\$ 4,950.00	
General Fund - Sales & Services	100080-527012	Earmarked Funds	\$ 250.00	
General Fund - Revenues	100107-419919	COVID-19 CARES	\$ 578,089.00	
General Fund - Sales & Services	100080-414602	EMS - Medicaid Reimbursement	\$ 20,241.00	
Solid Waste	620117-449000	Transfer from General Fund (COVID-19 CARES)	\$ 57,144.00	
<b>Total Changes in Revenue</b>			<b>\$ 762,274.00</b>	<b>\$ -</b>

<b>Net Change in Revenue</b>	<b>\$ 762,274.00</b>
------------------------------	----------------------

## EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Aging	104390-569030	BCBS Meals on Wheels	\$ 4,950.00	
Aging	104380-527000	Earmarked Funds	\$ 250.00	
Aging	104380-512100	Salaries & Wages	\$ 2,487.00	
Aging	104380-518200	Retirement Contribution	\$ 400.00	

Aging	104390-569023	HCCBG Senior Center Operations		\$ 2,887.00
Administration	104120-512100	Salaries & Wages	\$ 34,800.00	
Administration	104120-512600	Salaries & Wages - Part Time		\$ 1,680.00
Administration	104120-518100	Social Security Contribution	\$ 2,680.00	

**EXPENDITURE:**

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Administration	104120-518200	Retirement Contribution	\$ 4,334.00	
Administration	104120-518300	Hospitalization Contribution		\$ 2,390.00
Administration	104120-531100	Travel		\$ 2,740.00
Administration	104120-551003	Capital Outlay - Vehicle		\$ 9,737.00
Administration	104120-569000	Contracted Services		\$ 20,000.00
Emergency Management	104200-512100	Salaries & Wages	\$ 3,438.00	
Emergency Medical Services	104205-512100	Salaries & Wages	\$ 30,000.00	
Building Inspections	104230-512100	Salaries & Wages	\$ 3,743.00	
Veterans Services	104270-512100	Salaries & Wages	\$ 750.00	
Solid Waste	624690-569011	Tipping Fees	\$ 28,284.00	
Solid Waste	624690-569000	Contracted Services	\$ 23,516.00	
Solid Waste	624690-569012	Contracted Services - Tire Disposal	\$ 3,961.00	
Solid Waste	624690-526000	Supplies & Materials	\$ 845.00	
Solid Waste	624690-533200	Fuel, Oil & Gas	\$ 538.00	
Contingency	109900-599103	COVID-19 Contingency	\$ 656,732.00	

	<b>Total Changes in Expenditures</b>	<b>\$ 801,708.00</b>	<b>\$ 39,434.00</b>
--	--------------------------------------	----------------------	---------------------

<b>Net Change in Expenditures</b>	<b>\$</b>	<b>762,274.00</b>
-----------------------------------	-----------	-------------------

**Explanation:**

Year end adjustments to reflect actual revenues received to date. Revenue entry to recognize COVID-19 revenue received during FY 19-20. Year end adjustments to reflect actual and projected expenditures incurred through June 30, 2020.

Amendment # 24

Approved: \_\_\_\_\_

Posted: \_\_\_\_\_

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

Date Posted \_\_\_\_\_

\_\_\_\_\_  
Budget Officer      Date

Amendment # 24

**REQUEST ADOPTION OF FY 2020-2021 BUDGET ORDINANCE**

Interim County Manager, David B. Cotton, presented FY 2020-2021 Budget Ordinance to the Board and noted that the only fee increase was the solid waste tipping fee changing from \$76.00 (FY 2019-2020) to \$80.00.

On a motion by Com. Mitchell and a second by Vice-Chair Horton, the Board unanimously adopted the FY 2020-2021 Budget Ordinance as presented by Interim County Manager Cotton and as follows:





**HERTFORD COUNTY, NORTH CAROLINA**  
**BUDGET ORDINANCE**  
Fiscal Year 2020 – 2021

**BE IT ORDAINED** by the Board of Commissioners, Hertford County, North Carolina:

**SECTION 1. Appropriations:** The following amounts are hereby appropriated for the operation and maintenance of the County's various departments, for the payment of debt service obligations, and for the capital outlay purchases during the Fiscal Year beginning July 1<sup>st</sup>, 2020 and ending June 30<sup>th</sup>, 2021:

**GENERAL FUND**

**GENERAL GOVERNMENT**

Governing Body	138,105
Refunds	62,500
Administration	517,013
Human Resources/Risk Management	444,197
Finance Office	353,239
Tax Assessor	309,736
Tax Collection	253,974
Board of Elections	191,752
Register of Deeds	206,748
Land Records	205,829
Public Buildings & Maintenance	1,167,655
Court Facilities	74,350
County Attorney	78,000
Central Services – General	21,750
Central Services – Telephone	125,700
Central Services – IT	618,628
<b>TOTAL</b>	<b>4,769,176</b>

**PUBLIC SAFETY**

Sheriff's Department	2,261,612
Detention Center	1,974,158
Emergency Management	270,419
Emergency Medical Services	1,457,425
E911 Central Communications	681,720
Animal Control	101,322
Medical Examiner	17,500
Building Inspection	136,535
Fire Departments	341,042
<b>TOTAL</b>	<b>7,241,733</b>

**ECONOMIC AND PHYSICAL DEVELOPMENT**

Economic Development	151,000
Soil Conservation	120,526
Cooperative Extension	147,793
<b>TOTAL</b>	<b>419,319</b>

**HUMAN SERVICES**

Veterans Service	69,207
STEPS To Health Grant	1,200
Health Department	533,637
Mental Health	86,390
Library	105,016

## **BUDGET ORDINANCE**

---

DJJ & Delinquency Prevention	124,418
ROAP Program	128,050
Aging Administration	349,350
Aging Public Assistance	416,323
DSS Administration	2,511,398
DSS Public Assistance	773,984
DSS Grants	35,000
DSS Local Funds	431,500
TOTAL	5,565,473

### **EDUCATION**

Public Schools – Current Expense	4,290,818
Roanoke Chowan Community College – Capital Outlay	125,000
Roanoke Chowan Community College	949,474
Fines & Forfeitures	50,500
TOTAL	5,415,792

### **DEBT SERVICE**

Courthouse/County Administration	915,819
County Administration Office Building #1	281,374
Ahoskie Elementary School	626,019
TOTAL	1,823,302

### **SPECIAL APPROPRIATIONS**

Non Profit/Community Based Organizations	183,474
--	---------

### **TRANSFER TO OTHER FUNDS**

Transfer to Fund 21	1,223,000
TOTAL	1,223,000

### **CONTINGENCY**

Contingency	184,000
-------------	---------

<b>TOTAL GENERAL FUND</b>	<b>26,825,269</b>
---------------------------	-------------------

### **EMERGENCY TELEPHONE SYSTEM - E911**

Emergency Telephone Operations	193,150
--------------------------------	---------

### **ENHANCEMENT & PRESERVATION**

Earmarked Funds	8,500
-----------------	-------

### **SCHOOL RESERVE FUND**

Schools Capital Outlay	1,223,000
------------------------	-----------

### **RURAL FIRE DISTRICTS**

Woodland Rural Fire Department	4,450
Ahoskie Rural Fire Department	94,400
Union Rural Fire Department	7,850
TOTAL	106,700

## **BUDGET ORDINANCE**

### **SOLID WASTE**

Solid Waste Operations	1,201,428
General Fund Cost Allocation	60,000
	<hr/>
TOTAL	1,261,428

### **NORTHERN RURAL WATER**

Northern Water Operations	350,151
Debt Service	203,883
General Fund Cost Allocation	16,800
	<hr/>
TOTAL	570,834

### **SOUTHERN RURAL WATER**

Southern Water Operations	786,226
Debt Service	352,530
General Fund Cost Allocation	43,200
	<hr/>
TOTAL	1,181,956

### **TUNIS SEWER DISTRICT**

Sewer Operations	23,730
Debt Service	12,769
	<hr/>
TOTAL	36,499

<b>TOTAL ALL FUNDS</b>	<b>31,407,336</b>
------------------------	-------------------

**SECTION 2. Revenue** It is estimated that the revenues will be available during Fiscal Year 2020-21 to finance the foregoing appropriations:

### **GENERAL FUND**

Ad Valorem Taxes	12,791,331
Old Vehicle Taxes	40,000
New Vehicle Taxes	1,270,225
Sales & Use Taxes	4,788,588
Other Taxes & Licenses	71,479
Beer & Wine Tax	60,000
Restricted Intergovernmental General	444,593
Restricted Intergovernmental Aging	325,157
Restricted Intergovernmental - DSS	2,535,100
Permits and Fees	213,000
Sales and Services	1,596,238
Investment Earnings	110,000
Miscellaneous Revenue	73,235
Transfers from Other Funds	120,798
Fund Balance Appropriated	
General Fund Balance	1,686,956
School Reserve Fund Balance	698,569
	<hr/>

<b>TOTAL GENERAL FUND</b>	<b>26,825,269</b>
---------------------------	-------------------

### **EMERGENCY TELEPHONE SYSTEM - E911**

Wireless Fees	86,810
Fund Balance Appropriated	97,800
Interest Income	8,540
	<hr/>
TOTAL	193,150

## BUDGET ORDINANCE

### ENHANCEMENT & PRESERVATION

Enhancement & Preservation Revenue	8,500
------------------------------------	-------

### SCHOOL RESERVE FUND

Transfer of Restricted Sales Tax from General Fund	1,223,000
--	-----------

### RURAL FIRE DISTRICTS

Woodland Rural Fire Department - Ad Valorem Taxes	3,650
Woodland Rural Fire Department - Sales Tax	800
Woodland Rural Fire Department - Fund Balance Appropriated	0
Ahoskie Rural Fire Department - Ad Valorem Taxes	76,900
Ahoskie Rural Fire Department - Sales Tax	17,500
Ahoskie Rural Fire Department - Fund Balance Appropriated	0
Union Rural Fire Department - Ad Valorem Taxes	6,450
Union Rural Fire Department- Sales Tax	1,400
Union Rural Fire Department- Fund Balance Appropriated	0
TOTAL	106,700

### SOLID WASTE

User Fees	1,107,500
Restricted Intergovernmental Income	150,168
Interest Income	3,760
Fund Balance Appropriated	0
TOTAL	1,261,428

### NORTHERN RURAL WATER

User Fees	559,894
Interest Income	10,000
Transfer from General Fund	940
TOTAL	570,834

### SOUTHERN RURAL WATER

User Fees	1,145,476
Interest Income	35,280
Interest Income	1,200
TOTAL	1,181,956

### TUNIS SEWER DISTRICT

User Fees	27,856
Interest Income	1,800
Fund Balance Appropriated	6,843
TOTAL	36,499

### GRAND TOTAL - ALL FUNDS - REVENUE

31,407,336
------------

**SECTION 3.** Hereby levied is a tax, at the rate of 0.84¢ (eighty-four cents) per one hundred dollars (\$100) valuation of property as of January 1, 2020 for the purpose of providing the revenue listed as "ad valorem taxes" in the General Fund in Section 1 of this Ordinance. The total estimated value will be \$1,640,864,896 to be taxed at a rate per one hundred dollars (\$100) of value. Real and personal property is projected to be collected at a rate of 96.0% and motor vehicles at a rate of 96.0%.

**SECTION 4.** There is hereby levied on the property tax bill for the fiscal year 2020-2021, a Solid Waste Assessment of \$180.00.

**SECTION 5.** There is hereby levied a special tax of five cents (0.05¢) for the purpose of raising revenue for Fire Prevention in the Woodland Fire Service District and a four cents (0.04¢) special tax for the purpose of raising revenue for Fire Prevention in the Ahoskie Rural and Union Fire Service Districts. The rate is based on one hundred (\$100) valuation of taxable property as listed January 1, 2020 in the respective Districts.



## ***BUDGET ORDINANCE***

---

**SECTION 6.** The Hertford County Fiscal Year 2021 Schedule of Fees and Fines is attached and is effective July 1, 2020 through June 30, 2021.

**SECTION 7.** The County Manager is hereby authorized to accept grant funding, which has been previously approved for application by the Board of Commissioners, including any local match involved. The County Manager is authorized to execute any resulting grant documents. Also, the County Manager is authorized to enter into contracts for purchases of apparatus, supplies, materials, or equipment as described in N.C.G.S. § 143-129(a) up to the limits stated therein for informal bidding, which are within budgeted appropriations. The County Manager is authorized to enter into routine service contracts in the normal course of County operations within budgeted appropriations. Change Orders for capital project contracts previously approved by the Board of Commissioners may be approved by the County Manager up to the informal bidding limits referred to above, provided that sufficient funding is available. All contracts authorized by this ordinance are approved for signature by the Chairman of the Board of County Commissioners, the County Manager, and/or the Clerk to the Board of Commissioners as appropriate; other department directors, including elected officials, do not have contract authorization authority. All contracts must include a pre-audit certificate signed by the Finance Officer as described in N.C.G.S. § 159-28(a).

**SECTION 8.** The County Manager, as Budget Officer, is hereby authorized to transfer appropriations contained herein and to enforce policy under the following circumstances:

- a. May transfer amounts between line item expenditures within a department without limitation. These changes should not result in increases in recurring obligations such as salaries.
- b. For purchases of \$500 and above, each department head is directly responsible for determining that no County funds are obligated without first securing a purchase order from the Finance Director.
- c. The Board of Commissioners shall be responsible for allocating funds from Contingency.
- d. No salary increase shall be awarded beyond those set forth in this budget document without Commissioners' approval.
- e. Transfers between functions/funds require approval of the Board of Commissioners.
- f. No grant agreement may be requested or entered into without the prior approval of the Board of Commissioners. Copies of such grants shall be furnished to the County Manager for review prior to submission to the Board of Commissioners.

**SECTION 9.** Copies of this ordinance shall be furnished to the Budget Officer, Finance Director, Tax Assessor, and Tax Collector for direction in carrying out their duties.

This budget is prepared and adopted on a functional basis, and need not be amended unless expenditures exceed functional appropriations.

Adopted this the 25<sup>th</sup> day of June 2020.

  
Ronald J. Gatling, Chairman  
Hertford County Board of Commissioners

  
Renee Fleetwood, Clerk to the Board





**HERTFORD COUNTY, NORTH CAROLINA**  
**SCHEDULE OF FEES**  
 Fiscal Year 2020-2021

**I. WATER RATES/FEES**

First 2,000 gallons (minimum) per month	\$ 25.00
Each additional 1,000 gallons per month	\$ 4.00
Tap-On Fee	
Residential/Commercial	
3/4 in. service	\$ 700.00
1 in. service	\$ 800.00
Meters larger than 1 in. – additional 20%	\$ 1,000.00 (Minimum)

**II. SEWER RATES/FEES**

County Water	
First 2,000 gallons (minimum) per month	\$ 47.00
Each additional 1,000 gallons over 2,000 gallons per month	\$ 4.00
Well Water per month	\$ 59.00
Vacant Lot Customer per month	\$ 47.00

**III. SOLID WASTE (LANDFILL) FEES**

Rural Access Fee for Transfer Station Operations Annually	\$ 90.00
Rural Access Fee for Convenience Site Operations Annually	\$ 90.00
Tipping Fee (per ton)	\$ 80.00
Recycled Clean Shingles (per ton)	\$ 38.00
Scrap Tires	
Small Tires (Car Tires)	\$ 1.25
Large Tires	\$ 3.00
Extra Large Tires (Tractor Tires, etc.)	\$ 4.00

**IV. BUILDING CODE ENFORCEMENT FEES**

**Residential**

New Construction/Site Built & Modular	
Remodels/Renovations (Unheated Areas per Sq. Ft.)	\$ 0.15
Additions (Heated Area per Sq. Ft.)	\$ 0.25
Manufactured Homes	
Single Wide	\$ 100.00 (Plus Trades)
Double Wide	\$ 150.00 (Plus Trades)
Triple Wide	\$ 200.00 (Plus Trades)

## *SCHEDULE OF FEES*

---

Insulation	\$ 50.00
Fuel Gas	\$ 50.00
Mechanical	
One Unit	\$ 60.00
Each Additional Unit	\$ 15.00
Electrical	\$ 50.00 (Minimum)
Per AMP	\$ 0.25
Add on Existing Service	\$ 50.00 (Minimum)
Temporary Service Pole	\$ 50.00
Plumbing	\$ 50.00 (Minimum)
One Bath & Kitchen	\$ 50.00
Each Additional Fixture	\$ 4.00
Homeowner Recovery Fund (G.S. 87-15.6)	\$ 10.00
Swimming Pools (In-Ground)	\$ 50.00 (Plus Trades)
Open Sheds	\$ 50.00
Day Care	\$ 50.00
Family Care	\$ 50.00
<b>Commercial</b>	
Plan Review	\$ 25.00
New Construction	\$50.00 Minimum or \$5.00 per \$1000
Insulation	\$50.00 Minimum or \$5.00 per \$1000
Fuel Gas	\$50.00 Minimum or \$5.00 per \$1000
Mechanical	\$50.00 Minimum or \$5.00 per \$1000
Electrical	\$50.00 Minimum or \$5.00 per \$1000
Plumbing	\$50.00 Minimum or \$5.00 per \$1000
Solar Farms	\$50.00 Minimum or \$6.00 per \$1000
<b>Miscellaneous Fees for Residential and Commercial Permits</b>	
Re-Inspection Fee	\$ 50.00

## *SCHEDULE OF FEES*

---

After Hours Inspections (Per Hour)	\$ 100.00
Penalty Fees (Work Without Permits)	
Licensed Contractor	\$ 250.00
Owner	\$ 100.00
Demolition	\$ 50.00
Sign (New or Replacement)	\$ 100.00
Research Fee (Per Hour)	\$ 25.00

### **V. PLANNING & ZONING FEES**

Zoning Ordinance (Copy)	\$ 7.00
Subdivision Ordinance (Copy)	\$ 5.00
Mobile Home Park Ordinance (Copy)	\$ 5.00
Special Called Meeting	\$ 200.00
Conditional Use Permit (Initial)	\$ 75.00
Conditional Use Permit (Renewal)	\$ 25.00
Rezone/Amend the Ordinance	\$ 350.00
Appeal or Variance	\$ 75.00
Zoning Permit Application	\$ 50.00
Subdivision Application	\$ 100.00
Each Lot (Not to exceed \$900.00)	\$ 25.00

### **VI. GEOGRAPHIC INFORMATION SYSTEMS & OTHER DATA**

GIS Data DVD	\$ 300.00
Specific Layers	\$ 25.00
Countywide Color Images (Mr. SIDS)	\$ 150.00
Parcel Layer	\$ 50.00
Parcel Update Layer	\$ 25.00
GIS Webpage Generated Reports	\$ 2.00



## *SCHEDULE OF FEES*

---

Faxed or Emailed GIS Maps (Per Map)	\$	1.00
County Tax Database (Excel Format)	\$	100.00
Printed Paper Maps:		
8.5" x 11" (Printer)	With Color Images	Without Color Images
11" x 17" (Printer)	\$ 2.00	\$ 1.00
24" x 18" (Plotter)	\$ 5.00	\$ 3.00
24" x 36" (Plotter)	\$15.00	\$ 7.00
24" x 36" (Plotter)	\$20.00	\$10.00
36" x 36" (Plotter)	\$25.00	\$15.00
36" x 48" (Plotter)	\$30.00	\$20.00

### **VII. EMERGENCY MEDICAL SERVICES FEES**

ALS Non-Emergency	\$	405.66
ALS Emergency	\$	642.30
ALS2 Emergency	\$	929.66
BLS Non-Emergency	\$	338.06
BLS Emergency	\$	540.89
Mileage	\$	17.15
ALS Treatment No Transport	\$	250.00

### **VIII. FIRE INSPECTION FEES**

There shall be no initial fee for fire inspections of Level I, II, or III properties requiring inspection under the mandatory inspection schedule with the exception of Foster Care Homes. If violations resulted during inspection, (30) days following the initial inspection, a re-inspection will be conducted. Life Safety violations should be corrected in the given timeframe by the inspector. If all violations have been corrected or a corrective action plan is agreed upon by inspector, no fee shall be imposed. If violations have not been corrected, the following shall apply:

#### **Fire Violation Re-Inspections Fees**

1) 1st Re-Inspection, Second Notice to Comply	\$	50.00
2) 2nd Re-Inspection, Third Notice to Comply	\$	100.00
3) 3rd Re-Inspection, Final Notice to Comply	\$	150.00
4) Following issuance of (3) consecutive re-inspection fees without compliance, the operator, or other responsible person shall be cited to court for the violation of NC General Statute 14-68.	\$	200.00 + Cost of Court
Foster Care Homes	\$	25.00

## *SCHEDULE OF FEES*

---

### **3.2.1 – Operational Permits (Required)**

<b>Code Section</b>	<b>Description</b>	
105.6.2	Amusement Buildings	\$ 50.00
105.6.4	Carnivals and Fairs	\$ 50.00
105.6.6	Combustible Dust- Producing Operations	\$ 50.00
105.6.9	Covered Mall Buildings	\$ 50.00
105.6.13	Exhibits and Trade Shows	\$ 50.00
105.6.14	Explosives	\$ 50.00
105.6.17 (6)	Install, alter, remove, or abandon flammable or combustible liquid tanks	\$ 50.00
105.6.17 (7)	Change the contents of a flammable or combustible liquid tank	\$ 50.00
105.6.17 (8)	Manufacture, process, blend, or refine flammable or combustible liquids	\$ 50.00
105.6.17 (9)	To engage in the dispensing of liquid fuels into the fuel tanks of motor vehicles at commercial, industrial, governmental, or manufacturing establishments	\$ 50.00
105.6.17 (10)	To utilize a site for the dispensing of liquid fuels from tank vehicles into the fuel tanks of motor vehicles at commercial, industrial, governmental, or manufacturing establishments	\$ 50.00
105.6.20	Fumigation and Thermal insecticidal fogging	\$ 50.00
105.6.35	Private fire hydrants removal from service, use or operation	\$ 25.00 per hydrant
105.6.36	Pyrotechnic special effects materials	\$ 50.00
105.6.41	Spraying or dipping operations	\$ 50.00
105.6.43	Temporary membrane structures, tents and canopies	\$ 25.00
	Failure to secure permit	\$ 100.00 + Permit

## SCHEDULE OF FEES

### 3.2.2 – Construction Permits (Applies to installation of new systems and renovations to existing systems)

Code Section	Description	
105.7.1	Automatic fire-extinguishing systems	\$ 50.00 + \$2.00 per Nozzle/Head
105.7.2	Compressed Gases	\$ 50.00
105.7.3	Fire Alarm and Detection systems and Related equipment	\$ 50.00 + \$2.00 per initiating Device
105.7.4	Fire Pumps and Related Equipment	\$ 50.00
105.7.5	Flammable and Combustible liquids	\$ 50.00
105.7.6	Hazardous Materials	\$ 50.00
105.7.7	Industrial Ovens	\$ 50.00
105.7.8	L.P. Gas Installation and Modification (Applies only to occupancies covered by the N.C. Fire Prevention Code)	\$ 50.00
105.7.9	Private Fire Hydrants	\$ 25.00 per hydrant
105.7.10	Spraying and Dipping	\$ 50.00
105.7.11	Standpipe Systems	\$ 50.00 With Sprinkler System \$ 75.00 Without Sprinkler System
105.7.12	Temporary Membrane structures, tents and canopies	\$ 25.00
	Failure to secure permit	\$ 100.00 + permit

## IX. REGISTER OF DEEDS FEES

### Real Estate/Recordings:

Deeds and Instruments in General:	\$26.00 first 15 pages \$ 4.00 each additional page
Excise Tax on Deeds:	\$ 2.00 per \$1,000 (based on purchase price)
Deeds of Trust and Mortgages:	\$64.00 first 35 pages \$ 4.00 each additional page
State HWY Right-of-Way Plans:	\$21.00 first page \$ 5.00 each additional page
Satisfactions/Cancellations:	No Fee
Plat:	\$21.00 per page



## *SCHEDULE OF FEES*

---

UCC (after July 1, 2001):	\$38.00 1 to 2 pages
UCC, Correction Statements,	\$45.00 3 to 10 pages
Amendments, Terminations	\$45.00 first 10 pages, plus \$ 2.00 for each page over 10
Non-Standard Document:	\$25.00 per document
Military Discharge Recording:	No Fee

\*Documents that contain multiple instruments will be charged an additional \$10.00 for recording\*

### **Beer and Wine License**

Beer License off premises:	\$ 5.00
Beer License on premises:	\$25.00
Wine License on/off premises:	\$25.00

### **Vital Records/Notary**

Issue Marriage License:	\$60.00
Certified Copies of Vital Records: (Birth, Death, and Marriage Certificates)	\$10.00 each
Online Requests:	\$ 3.50 additional charge
Electronic Birth Registration System:	\$24.00
Administer Notary Oath:	\$10.00

### **Copies**

Certified Copies:	\$ 5.00 first page \$ 2.00 each additional page
Uncertified Copies:	\$ .25 per page
Plat Copies:	\$ 3.00 per page
Certified Copy of Military Discharge:	No Fee



### **REQUEST FOR ABC BOARD CHAIRMAN DESIGNATION AS PER NCGS 18B-700**

On a motion by Com. Mitchell and a second by Com. Lassiter, the Board unanimously approved the appointment of Jeri Pierce as Chairman of the Hertford County ABC Board.

The Board also appointed Com. Douglas as Vice-Chairman of the Hertford County ABC Board.

### **CLOSED SESSION**

On a motion by Com. Lassiter 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 Vice-Chair Horton and a second by Com. Lassiter, the Board unanimously approved to return to the Reconvened Session.

### **REQUEST APPROVAL OF COUNTY MANAGER EMPLOYMENT AGREEMENT**

On a motion by Com. Lassiter and second by Com. Douglas, the Board unanimously approved an Employment Agreement for Mr. David B. Cotton to serve as County Manager effective July 1, 2020 as presented by Attorney Charles Revelle, III.

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

---

Approved: July 20, 2020

Com. Ronald J. Gatling  
Chairman

Dr. Renee Fleetwood  
Clerk to the Board