

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

Monday, August 1, 2022 – 9:00 AM

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

Absent: Com. Leroy Douglas

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

The following employees were present: Ms. Kimberly Turner, Human Resources/Risk Management Director, Mrs. Leslie Edwards, Finance Director, and Ms. Kelly Bowers, Economic Development Director


Chairman Ronald J. Gatling called the meeting to order and Deacon Roger Eason, Nebo Baptist Church, Murfreesboro, NC. provided the Invocation.

Chairman Gatling and the Commissioners thanked Deacon Eason for the invocation.

CONSENT AGENDA

On a motion by Commissioner William F. Mitchell, Jr. and a second by Vice-Chair John D. Horton, the Board approved the Consent Agenda as follows:

- * June 21, 2022 Minutes
- * NCVTS Refund: Walter Thomas



North Carolina Vehicle Tax System

NCVT Pending Refund Report

Report Date 7/7/2022 12:24:55 PM

Vehicle Name	Primary Owner	Secondary Owner	Address1	Address2	Vehicle Type	Bill#	Status	Transaction	Refund Description	Refund Reason	Effective Date	Auth. Tax Org. Unit	Levy Type	Change	Interest Change	Total Change	
THOMAS, WALTER JAY	THOMAS, WALTER JAY	THOMAS, CRYSTAL COOPER	205 DIAMOND ST	MURFREESBORO, NC 27855	Proration	001538018	PENDING	249899184	Refund Generated due to proration on Bill #001538018-2020-2020-0000-00	Vehicle Sold	06/08/2022	0040	Tax	(\$117.15)	\$0.00	(\$117.15)	
													C04	Tax	(\$92.05)	\$0.00	(\$92.05)
													C04	Vehicle Fee	\$0.00	\$0.00	\$0.00
													Refund				\$209.20

* Ratify Hertford County Commissioners' Scholarship Recommendations: Tracey Askew, Jaylan Horton, Savannah Newsome, Jayla Urquhart, Alice Williams and Ansari Williams.

INTRODUCTION OF JULY & AUGUST 2022 NEW HERTFORD COUNTY EMPLOYEES

Ms. Kimberly Turner, Director of Human Resources/Risk Management the following New Hertford County Employees for July and August 2022:

Hertford County Personnel Report				
Jul-22				
<u>Employees Hired</u>	<u>PT/FT</u>	<u>Department</u>	<u>Type</u>	<u>Date</u>
Linda White	PT	Aging	Nutrition Site Supervisor	7/18/2022
Zachery Boatman	FT	EMS	EMS-Basic	7/18/2022
Stephani Witzigman	FT	Sheriff	Sr. Adm. Asst. I	7/18/2022
Tyesha Edwards	PT	E911	Dispatcher	7/18/2022
Aug-22				
<u>Employees Hired</u>	<u>PT/FT</u>	<u>Department</u>	<u>Type</u>	<u>Date</u>
Terrie Williams	FT	DSS	IMC I Work Against	8/1/2022
Shayla Bishop	FT	EMS	EMS-Basic	8/1/2022
Destiny Cruz	FT	DSS	IMC I Work Against	8/1/2022
Eboni Eason	FT	DSS	IMC II	8/1/2022
Alexandria Stephenson	PT	EMS	EMS-Basic	8/1/2022
Sanquwan Rivers	FT	Detention Center	Detention Officer	8/1/2022

Chairman Gatling and the Commissioners welcomed the new employees and introduced County Manager David B. Cotton.

REQUEST APPROVAL OF AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2022-2023 AMENDMENT #S RR2, 24, AES-1, AND 25

On a motion by Com. Mitchell and second by Vice Chair Horton, the Board unanimously approved the Amendment to the Hertford County Budget Ordinance Fiscal Year 2022-2023 Amendment # RR2 in the amount of \$15,600.00 as presented by Mrs. Leslie Edwards, Finance Director as follows:

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 22-23

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, 2023:

EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
ARPA - Revenue Replacement(RR)	100112-448500	Fund Balance Appropriation	\$ 15,600	
		Total Changes in Expenditure	\$ 15,600	\$ -

Net Change in Expenditure	\$ 15,600
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
RR- Building & Grounds	104260-522002	Vending Machines	\$ 15,600	
		Total Changes in Expenditures	\$ 15,600	\$ -

Net Change in Expenditures	\$ 15,600
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Explanation:

Electrical, Concrete Slab, Vending Machine Stock, Wrap for Vending Machine.

Amendment # RR-2
Approved: _____
Posted: _____

Hester A. Edwards 7/25/2022
Finance Director Date

On a motion by Com. Mitchell and second by Com. Andre' Lassiter, the Board unanimously approved the Amendment to the Hertford County Budget Ordinance Fiscal Year 2022-2023 Amendment # 24 in the amount of \$11,000.00 as follows:

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2021-2022

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, 2022:

REVENUE:

[illegible]

Net Change in Revenue

\$11,000

E **ENDITURE:**

[illegible]

Net Change in Expenditures

\$11,000

Explanation:

Additional JCPC funds received from discretionary funds. Awarded to Cultivator, Inc.

Amendment # 24

Approved: _____

Posted: _____

Shirley A. Edwards 7/25/2022
Finance Director Date

On a motion by Com. Lassiter and second by Vice-Chair Horton, the Board unanimously approved the Amendment to the Hertford County Budget Ordinance Fiscal Year 2022-2023 Amendment # AES-1 in the amount of \$1,000,000.00 as follows:

**AMENDMENT TO HERTFORD COUNTY CAPITAL PROJECT ORDINANCE AHOSKIE ELEMENTARY
SCHOOL PROJECT FISCAL YEAR 2021-2022**

BE IT ORDAINED by the Governing Board of the County of Hertford, North Carolina, that the following amendment be made to the Hertford County capital project ordinance for the Ahoskie Elementary School Project for fiscal year ending June 30, 2022:

REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
AES Project	480103-415903	Transfer from Fund 21	\$ 1,000,000	
Total Changes in Revenue			\$ 1,000,000	\$ -

Net Change in Revenue	\$1,000,000
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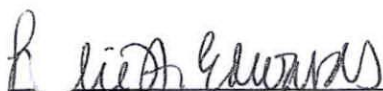
EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
AES Project	488501-569017	Construction Costs	\$ 1,000,000	
Total Changes in Expenditures			\$ 1,000,000	\$ -

Net Change in Expenditures	\$1,000,000
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Explanation:

To increase the project budget ordinance in reference to approval of an additional \$1,000,000.00 to the total project.
Approved by this Board on January 21, 2020.


Finance Director

7/25/2022
Date

Amendment # AES-1
Approved: _____
Posted: _____

After a brief discussion, Chairman Gatling requested for Mrs. Edwards to list Amendment #AES-1 as Ahoskie Elementary School Gymnasium construction.

On a motion by Vice-Chair Horton and second by Com. Lassiter, the Board unanimously approved the Amendment to the Hertford County Budget Ordinance Fiscal Year 2022-2023 Amendment # 25 in the amount of \$1,000,000.00.

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2021-2022

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, 2022:

REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
AES-Project	210128-448500	Fund Balance Appropriated	\$ 1,000,000	
		Total Changes in Revenue	\$ 1,000,000	\$ -

Net Change in Revenue	\$1,000,000
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EXPENDITURE:

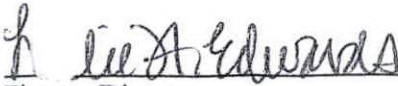
Department	Account Number	Account Description	Amount Increase	Amount Decrease
AES-Project	214590-564800	Transfer to Fund 48	\$ 1,000,000	
		Total Changes in Expenditures	\$ 1,000,000	\$ -

Net Change in Expenditures	\$1,000,000
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Explanation:

To increase the project budget ordinance in reference to approval of an additional \$1,000,000.00 to the total project.
Approved by this Board on January 21, 2020.

Amendment # 25
Approved: _____
Posted: _____


Finance Director
7/25/2022
Date

RECOGNITION OF EMPLOYEE OF THE QUARTER & EMPLOYEE OF THE YEAR

Manager Cotton presented the following recognitions receiving \$250.00:

Employee of the Third Quarter: Christopher Turner

Employee of the First Quarter: Josephine Greene

Employee of the year: Lisa Vinson-Pope who received \$1,000.00

Chairman Gatling and the Commissioners congratulated the awardees for a job well done.

NC COOPERATIVE EXTENSION INTRODUCTION OF HERTFORD COUNTY YOUTH VOICE

Ms. Vicki Wiggins, 4-H Agent NC Cooperative Extension Hertford County Center, notified the Board that Morgan Saunders, in her absence, is the Delegate for NCACC Conference August 11 – 13, 2022, thanked the Board for their continued support, and shared that Morgan would provide feedback post experience after the conference.

REQUEST APPROVAL OF PROCLAMATION FOR CHILD SUPPORT AWARENESS MONTH AUGUST 2022.

On a motion by Com. Mitchell and second by Com. Lassiter, the Board approved the Proclamation for Child Support Awareness Month August 2022 as presented by Mrs. Brenda Brown, Dept. of Social Services Director as follows:

State of North Carolina
County of Hertford
Proclamation
Child Support Awareness Month
August 2022

WHEREAS Hertford County is recognizing August as Child Support Awareness Month, and reaffirms its commitment to strengthening Hertford Counties families by providing child support services to improve the economic stability and well-being of children; and

WHEREAS, in State Fiscal Year 2021-22, more than \$2.8 million in child support was collected from parents of Hertford Counties children, and

WHEREAS, there are nearly 1584 child support orders in place, working to ensure that more than 1784 children receive financial support from their parents: and

WHEREAS, the court must order either parent to obtain and maintain medical health insurance coverage for a child if it is actually and currently available to the parent at a reasonable cost.

WHEREAS Child Support Awareness Month salutes the diligent working parents who spend time with their child and who make regular child support payments, to safeguard their children's future: and

WHEREAS, strengthening individuals and families promotes the safety and well-being of children, provides stability, improves the lives of children, and provides opportunities for families to be able to enhance their children's futures; and

WHEREAS, children who do not receive adequate financial and emotional support from their parents may experience greater difficulty in becoming healthy, happy, and productive citizens; and

WHEREAS, many concerned and dedicated judges, district attorneys, clerks of court, sheriffs' personnel, and child support professionals work to establish and enforce child support orders for Hertford County children, one of our counties most vital resources.

NOW, THEREFORE, We, the Hertford County Board of Commissioners, do hereby proclaim August 2022, as "CHILD SUPPORT AWARENESS MONTH" in Hertford County, and commend its observance to all citizens.

IN WITNESS WHEREOF,

Hertford County
Board of Commissioners

Chairman

Attest:

Deputy Clerk to the Board

**INFORMATION TECHNOLOGY (IT) REQUEST APPROVAL TO PURCHASE -
PHONE SYSTEM (UPGRADE OR REPLACEMENT); SAN SERVER AND CLUSTER
SERVER; AND AUDIO-VISUAL EQUIPMENT PROJECT PHONE SYSTEM
(UPGRADE OR REPLACEMENT)**

On a motion by Com. Lassiter and a second by Com. Mitchell, the Board approved the purchase amount of \$104,230.00 for the phone system upgrade/replacement as presented by Mrs. Monique Mitchell, IT Director.

On a motion by Com. Lassiter and a second by Com. Mitchell, the Board approved the purchase amount of \$55,224 from The SoundSide Group, Inc. for the Cluster Server and \$33,239.00 SANs Server as presented by Mrs. Mitchell.

Vice-Chair Horton addressed Manager Cotton and Mrs. Mitchell requesting adequate training be provided for employees for the phone system operation.

Com. Lassiter shared his questions regarding the phone system. Afterwards, Mrs. Mitchell assured Com. Lassiter and the Board that the Cisco system is a great option and will adequately handle the County's needs.

After a brief discussion between Mrs. Mitchell, Manager Cotton and the Board, on a motion by Com. Mitchell and a second by Com. Mitchell, the Board approved the purchase amount of \$169,178.00 for the Audio-Visual equipment project to include the Commissioners' Chambers/Multi-Purpose Room in the Courthouse, Government Center Conference room, DSS Multi-Purpose room and WebEx Software subscription as presented by Mrs. Mitchell.

A brief discussion was held between County Manager Cotton and the Commissioners regarding the use of ARPA monies for the IT requests.

On a motion by Com approved. Mitchell and a second by Vice-Chair Horton, the Board agreed to use ARPA monies for the IT purchases.

**REQUEST APPROVAL OF AMENDMENT TO HERTFORD COUNTY BUDGET
ORDINANCE FISCAL YEAR 2022-2023 AMENDMENT # RR1**

On a motion by Com. Lassiter and a second by Vice-Chair Horton, the Board approved the Amendment to Hertford County Budget Ordinance Fiscal Year 2022-2023 Amendment # RR1 in the amount of \$383,697.00 as presented by Mrs. Edwards.

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 22-23

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, 2023:

EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
ARPA - Revenue Replacement(RR)	100112-448500	Fund Balance Appropriation	\$ 394,496	
		Total Changes in Expenditure	\$ 383,697	\$ -

Net Change in Expenditure	\$ 383,697
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
RR-Information Technology	104365-551002	Capital Outlay - Equipment	\$ 104,230	
RR-Information Technology	104370-551002	Capital Outlay - Equipment	\$ 55,224	
RR-Information Technology	104370-551002	Capital Outlay - Equipment	\$ 33,239	
RR-Information Technology	104370-551002	Capital Outlay - Equipment	\$ 169,178	
RR-Human Resources	104121-549101	Capital Outlay - Software	\$ 21,826	
		Total Changes in Expenditures	\$ 383,697	\$ -

Net Change in Expenditures	\$ 383,697
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Explanation:

\$104,230.00 VOIP Phones Installation and Migration

\$55,224.00 Cluster Server

\$33,239.00 Sans Server

\$169,178.00 Audio Visual Equipment for Courthouse, Government Center Conference Room, DSS Multipurpose Room and WebEx Software Subscription.

\$21,826.00 Neo Gov Software

Rebecca Edwards 7/25/2022
Finance Director Date

Amendment # RR-1
Approved: _____
Posted: _____

A brief discussion was held regarding the WebEx Annual Fee and the annual fee for NEO Gov.

Com. Lassiter requested a balance for ARPA monies to date.

COUNTY MANAGER'S COMMENTS

County Manager Cotton commented that Sheriff Hayes is on top of a COVID outbreak within the Sheriff's department and he is coordinating with the Health Authority.

COMMISSIONERS' COMMENTS

The Commissioners commented as follows:

Chairman Gatling congratulated the employees of the quarter and the employee of the year on their recognitions, reminded the Board of the Watermelon Festival Parade and encouraged attendance.

Com. Mitchell commented that it was good to see everyone in attendance.

Com. Lassiter commented thanking everyone for coming out for the Board meeting.

Vice-Chair Horton commented that the County makes substantial investments in its employees and requested that a news article be placed in the local newspaper by the Clerk to the Board and the County Manager.

CLOSED SESSION

On a motion by Com. Mitchell and a second by Com. Lassiter, the Board approved to move to Closed Session.

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 Vice-Chair Horton, the Board unanimously approved to return to the Regular session.

ADJOURN

On a motion by Vice-Chair Horton and a second by Com. Mitchell, the Board adjourned the meeting.

Approved: September 6, 2022

Honorable Ronald J. Gatling, Chairman

Dr. Renee Tyler, NCCCC, Clerk to the Board