

**MINUTES
REGULAR MEETING
HERTFORD COUNTY BOARD OF COMMISSIONERS
MULTI-PURPOSE ROOM -JUDICIAL CENTER
MONDAY, August 19, 2019
7:00 PM**

PRESENT:

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

ALSO PRESENT WITH THE BOARD:

Ms. Loria Williams, County Manager
Dr. Renee Fleetwood, Clerk to the Board
Mr. Charles L Revelle, III, County Attorney

Ms. Maria R. Jones, Attorney ~ Revelle & Lee, LLP

Chairman Ronald J. Gatling called the meeting to order at 7:03 pm. Invocation was provided by Rev. Dr. Katrina Futrell, Pastor Newsome Grove Missionary Baptist Church, Ahoskie, NC. Chairman Gatling thanked Rev. Dr. Futrell for the Invocation.

CONSENT AGENDA

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

1. Approval of August 5th Meeting Minutes
2. Request Approval of NCVTS Refunds: Raymond Mann & Cheryl Amey

Payee Name	Primary Owner	Secondary	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Auth	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
MANN, RAYMOND	MANN, RAYMOND		123 W WOODROW		MURFREESBORO, NC 27855	Proration	0040640	631	PENDING	54924357	Refund Generated due to proration on Bill #004064083 1-1-18	Vehicle Totalled	07/22/2019		G01	Tax	(\$156.24)	\$0.00	(\$156.24)
AMEY, CHERYL SUZETH	AMEY, CHERYL SUZETH		103 MOORE ST # A		MURFREESBORO, NC 27855	Proration	0042768	853	PENDING	161745306	Refund Generated due to proration on Bill #004276885 3-2018-2018-0000-00	Vehicle Totalled	06/14/2019		G01	Tax	(\$101.10)	\$0.00	(\$101.10)
															CD4	Tax	(\$79.44)	\$0.00	(\$79.44)
															CD4	Vehicle	\$0.00	\$0.00	\$0.00
																	Refund	\$180.54	

REQUEST APPROVAL OF DIRECTOR OF ECONOMIC DEVELOPMENT-3590 JOB DESCRIPTION

On a motion introduced by Com. Mitchell for the Board to approve the Director of Economic Development-3590 Job Description for advertising purposes as presented by County Manager Williams and as attached, no second was given; motion failed.

DIRECTOR OF ECONOMIC DEVELOPMENT-3590

General Definition of Work

Performs complex professional and administrative work developing and directing the economic and industrial development, planning and zoning administration activities of the County; does related work as required. Work is performed under the general supervision of the County Manager. Supervision is exercised over all department personnel.

Essential Functions/Typical Tasks

Planning, directing and supervising the economic and industrial development, planning and zoning programs within the County; coordinating department activities with County Manager and department directors; preparing and maintaining files and records; preparing reports.

The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Develops, implements and manages the economic development program for attracting new business and industry to the County; coordinates plans and facilitates the development of long range and annual economic development plans.

Develops and implements effective means of promoting the County for recruitment of commercial and industrial facilities as well as tourism.

Collects and maintains historic, demographic, geographical, economic, labor supply, transportation, utilities, machinery, financing as related to economic development and the establishment of new commercial and industrial facilities.

Visits existing businesses and industries to develop knowledge of management, ownership, products and processes; assists in addressing problems and concerns affecting their business operations.

Identifies and promotes transportation needs for the County;

Makes recommendations to County and municipal governments concerning infrastructure needs.

Develops and administers departmental budget; monitors expenditures.

Interprets and oversees the enforcement of ordinances related to planning and zoning; oversees and contributes to the development of CAMA Land Use Plan; interprets zoning of land parcels within County jurisdiction.

Reviews subdivision plans and plats for compliance with Subdivision Ordinance; reviewed and approves survey plats for recordation; advises developers of any discrepancies and required corrective action.

Investigates complaints of violations related to various ordinances; prepares and submits legal notices of public hearings.

Assigns, directs and supervises activities of department personnel; ensure adherence to established policies, procedures and standards; assists and advises subordinates as necessary, resolving problems as non-routine situations arise.

Acts as Executive Director of the County Economic Development Commission.

Administers or makes recommendations for routine personnel matters affecting subordinates; including recruiting, interviewing, hiring, training, assigning, scheduling, granting leave, appraising and discipline, etc.; submits such records and reports as required by County management.

Performs related tasks as required.

Knowledge, Skills and Abilities

Comprehensive knowledge of modern principles and practices of economic development; comprehensive knowledge of the principles and practices of public and business administration; ability to attract industry and business for the county; ability to establish and maintain effective working relationships with county officials, associates and the general public; ability to plan, assign and coordinate the work programs of office and technical staff; ability to solve problems within scope of responsibility; ability to prepare clear and comprehensive financial and administrative reports; ability to communicate ideas clearly and concisely, both orally and in writing.

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in economics or business administration and a minimum of 6 years professional experience in economic development or planning activities with a minimum of 1 year supervisory and project management experience.

This is medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently and up to 10 pounds constantly to move objects; work requires balancing, stooping, reaching, standing, walking, pushing, pulling, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word and to convey detailed or important spoken instructions to others accurately, loudly and quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, to determine accuracy, neatness, and thoroughness of work.

Special Requirements Possession of an appropriate driver's license valid in the State of North Carolina.

REQUEST APPROVAL OF DIRECTOR OF PLANNING/GIS JOB DESCRIPTION

On a motion by Vice-Chair Horton and second by Com. Mitchell the Board approved the Director of Planning/GIS Job Description presented by County Manager Williams and as attached.

DIRECTOR OF PLANNING/GIS JOB DESCRIPTION

General Definition of Work

Performs complex professional and administrative work developing and directing the planning and zoning administration activities of the County. Along with planning organizing and directing the Geographic Information System (GIS), and E-911 Addressing for the County; does related work as required. Work is performed under the general supervision of the County Manager. Supervision is exercised over all department personnel.

Essential Functions/Typical Tasks

Planning, directing and supervising the planning and zoning programs along with GIS and E-911 Addressing within the County; coordinating department activities with County Manager and department directors; preparing and maintaining files and records; preparing reports.

The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Performs grant writing and coordination of fiscal and administrative duties as they relate to grant budgeting pertinent to the planning and development process.

Attends meetings and acts as staff advisor to the Planning Board and other advisory bodies and citizen groups and departments on planning matters. Directs and oversees the development and enforcement of all land development planning, zoning, watershed, annexation, policies and ordinances.

Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups, and the general public.

Provides information on land use applications, ordinances, codes, plans, and related planning programs, services, or regulations to architects, engineers, developers, contractors, owners, community groups, and interested persons.

Reviews and issues development and related land use permit applications, site plans, subdivision plats, soil erosion and storm water plans and permits, etc.

Interprets and oversees the enforcement of ordinances related to planning and zoning; oversees and contributes to the development of CAMA Land Use Plan.

Reviews subdivision plans and plats for compliance with Subdivision Ordinance; reviewed and approves survey plats for recordation; advises developers of any discrepancies and required corrective action.

Plans, directs and coordinates the transfer of real property tax ownership, the maintenance, manipulation and extraction of information in the GIS and the assignment, maintenance and reporting of new E-911 addressing and new street centerlines. Ensures that established ordinances, policies, procedures and programs are planned and implemented in accordance with applicable laws and regulations. Reviews, develops and implements policies and procedures to improve efficiency and reduce redundant work.

Plans, directs and oversees the research and utilization of deeds, plats, Department of Transportation plans, annexations and other related legal documents to update and maintain the Land Records Transfers in the Tax database and the GIS database to reflect transfers in real property ownership; Supervises, trains and participates in plotting metes and bounds descriptions, drafting splits, merging parcels, property line changes, acreage changes, dimension changes and other changes in the GIS.

Plans, directs and manages the implementation, development and data security of the GIS server, data sharing capabilities, database design, priorities of data layers, hosted GIS website, maintenance and operation of GIS software and updates, and other essential GIS functions.

Negotiates the departments project contracts, agreements and proposals with vendors and outside agencies.

Oversees, develops, maintains and updates Land Records, cadastral maps and the GIS according to the North Carolina Land Records Management Program Technical Specifications and mapping standards; Researches and Interprets State and County Land Record Transfer laws and statutes to the general public and businesses; answers inquiries in person or by correspondence.

Supervises and participates in the collection of monies over the counter and through the mail for services rendered; provides receipts; deposits money and reports to Finance as required.

Assigns, directs and supervises activities of department personnel; ensure adherence to established policies, procedures and standards; assists and advises subordinates as necessary, resolving problems as non-routine situations arise.

Administers or makes recommendations for routine personnel matters affecting subordinates; including recruiting, interviewing, hiring, training, assigning, scheduling, granting leave, appraising and discipline, etc.; submits such records and reports as required by County management.

Performs related tasks as required.

Knowledge, Skills and Abilities

General knowledge of the principles, practices, current literature and recent developments in the field of planning and zoning; general knowledge of civil processes related to enforcement activities; some knowledge of GIS systems; ability to analyze and systematically compile technical and statistical information and prepare reports; ability to interpret various rules and regulations; ability to establish and maintain effective working relationships with county officials, associates and the general public; ability to plan, assign and coordinate the work programs of office and staff; ability to solve problems within scope of responsibility; ability to prepare clear and comprehensive financial and administrative reports; ability to communicate ideas clearly and concisely, both orally and in writing; thorough knowledge of local, regional, state and federal codes, ordinances, regulations and laws applicable to land use and development in the County; thorough knowledge of governmental programs, grants and services pertinent to the planning and development process; thorough knowledge of the principles and practices of engineering and physical design as generally related to planning and development; considerable knowledge of the environmental and socio-economic implications on the planning process as well as geographical layout of the Region; considerable knowledge of County zoning ordinances and related land use regulations.

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning, geography or similar related field and a minimum of 6 years professional experience in planning activities with a minimum of 1 year supervisory and project management experience.

Physical Requirements

This is medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently and up to 10 pounds constantly to move objects; work requires balancing, stooping, reaching, standing, walking, pushing, pulling, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word and to convey detailed or important spoken instructions to others accurately, loudly and quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, to determine accuracy, neatness, and thoroughness of work.

Special Requirements

Possession of an appropriate driver's license valid in the State of North Carolina. Possession of Basic and Senior Mapping Certifications from the North Carolina Property Mapper's Association. Possession of a Fundamentals of Property Tax Listing and Assessing Certification from the UNC School of Government, and a current North Carolina State Cadastral Mapping Certification which must be renewed every two years.

HERTFORD COUNTY PLANNING BOARD REQUEST APPROVAL TO SCHEDULE A PUBLIC HEARING TO REZONE PIN# 5071-08-5475

On a motion by Com. Mitchell and second by Com. Lassiter, the Board unanimously approved the Hertford County Planning Board request to schedule a Public Hearing on September 3, 2019 at 9:30 a.m. to rezone PIN# 5071-08-5475 as presented by County Manager Williams.

REQUEST APPROVAL OF RESOLUTION CALLING FOR A PUBLIC HEARING IN CONNECTION WITH FINANCING OF THE ACQUISITION, CONSTRUCTION AND EQUIPPING OF A NEW AHOSKIE ELEMENTARY SCHOOL PURSUANT TO NCGS 160A-20

Commissioner Gatling introduced the following resolution, the title of which was read:

RESOLUTION CALLING FOR A PUBLIC HEARING IN
CONNECTION WITH THE FINANCING OF THE ACQUISITION,
CONSTRUCTION AND EQUIPPING OF A NEW AHOSKIE
ELEMENTARY SCHOOL PURSUANT TO SECTION 160A-20 OF
THE GENERAL STATUTES OF NORTH CAROLINA

WHEREAS, the Board of Commissioners (the "Board") of the County of Hertford, North Carolina (the "County") desires to pursue the financing of the acquisition, construction and equipping of a new Ahoskie Elementary School located in the County (the "Project") pursuant to N.C. Gen. Stat. § 160A-20;

WHEREAS, the obligations of the County with respect to such financing may be secured by a deed of trust or other security instruments that create a security interest in some or all of the property being financed; and

WHEREAS, N.C. Gen. Stat. § 160A-20(g) requires that the County, prior to entering into any contract under N.C. Gen. Stat. § 160A-20, hold a public hearing on any such contract involving real property;

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

1. The officers of the County are hereby directed to call a public hearing with respect to the proposed financing of the Project under N.C. Gen. Stat. § 160A-20 to be held September 3, 2019 at 9:15 am (or as soon thereafter as the hearing may be held), and to publish notice of such public hearing not less than ten days prior to such date as required by § 160A-20(g) of the General Statutes of North Carolina.

2. All other acts of the Board and the officers of the County which are in conformity with the purposes and intent of this resolution are hereby ratified, approved and confirmed.

3. This resolution shall take effect immediately.

Commissioner Mitchell moved the passage of the foregoing resolution and Commissioner Lassiter seconded the motion and the resolution was passed by the following vote:

Ayes: Chair Gatling, Vice-Chair Horton, Com. Douglas, Com. Lassiter, Com. Mitchell

Nays: _____

Not voting: _____

PUBLIC COMMENT

Ms. Donna Davis presented to the Board her concern regarding needing speed signs in the community of SR 1187 South Holloman Road in Ahoskie before a tragic fatality occur as a result of tow trucks entering and exiting the road at high rates of speed.

It was agreed that the Board would look into the situation with NC DOT and the HC zoning officer regarding the concern

TAX FORECLOSURE UPSET BID – ADELAIDE VAUGHAN HEIRS PROPERTY PIN#S 5993-91-1315, 5993-91-1289 & 5993-91-2045

On a motion by Com. Lassiter and second by Com. Mitchell, the Board unanimously approved to readvertise Tax Foreclosure Upset Bid – Adelaide Vaughan Heirs Property Pin#s 5993-91-1315, 5993-91-1289 & 5993-91-2045 for Upset Bids, at the bid prices of \$4,000.00 and \$2,000.00 as presented by Attorney Charles Revelle, III.

TAX FORECLOSURE UPSET BID – THOMAS R. BOOTH PROPERTY PIN# 6906-66-8459

On a motion by Com. Mitchell and second by Com. Douglas the Board unanimously approved to accept the Bid offer of \$2,500.00 for the Tax Foreclosure of Thomas R. Booth Property PIN# 6906-66-8459 as presented by Attorney Revelle.

REQUEST TO PURCHASE VEHICLES

On a motion by Com. Lassiter and second by Com. Mitchell, the Board unanimously approved the request to purchase two patrol vehicles at a total cost of \$58,060 plus taxes from Local Fund Balance appropriated monies as presented by Sheriff Dexter Hayes.

COUNTY MANAGER'S COMMENTS

County Manager Williams made the following comments:

- architect bids open tomorrow and we will know cost for construction of new school project
- September 5, 2019 – Needs Based Grant sent by Superintendent of Schools
- HR Risk Management Director interviews scheduled for August 27th
- received applications for the Finance Director vacancy
- received one application for the Tax Assessor vacancy

COMMISSIONERS' COMMENTS

Com. Douglas and Com. Mitchell had no comments.

Com. Lassiter commented that he was not comfortable with the direction of the leadership of County Manager Williams.

Vice-Chair Horton thanked citizens for attending the meeting and told them that they are always welcome to attend the Board meetings.

Chairman Gatling commented on the following:

- RL Vann property conveyance status and contacting the Alumni Chair so the process could be finalized. (Manager Williams advised the Board that contact had been made and values will be worked on).
- Annual Halloween at Riverview Elementary School (Manager Williams advised the Board that everything will be in place and handled by the Administration office).

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 G.S. 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. Mitchell, the Board voted unanimously to return to Regular Session.

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