

**HERTFORD COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING
COMMISSIONER’S CHAMBERS/MULTI-PURPOSE ROOM – JUDICIAL CENTER
Tuesday – September 8, 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, County Manager, Dr. Renee Fleetwood, Clerk to the Board, Attorney Charles L Revelle, III, County Attorney

Chairman Ronald J. Gatling called the meeting to order at 9:01 AM and Com. Andre-Lassiter provided the Invocation.

CONSENT AGENDA

On a motion by Com. William F. Mitchell, Jr. and a second by Com. Lassiter, the Board unanimously approved the Consent Agenda as follows:

- * Approval of August 17, 2020 Minutes
- * Approval of Taxpayer Refund to Rosa L. Holloman

\$742.50 to Rosa L. Holloman -Vendor #15506 for refund account was not listed on report causing the disabled veteran exemption not to get applied for 2019

- * Approval of August 2020 Tax Levy Releases

RELEASES FOR MONTH ENDING
August 2020

		LEVY	VALUE	TAX
AHOSKIE TOWNSHIP	NAME	YEAR	RELEASED	RELEASED
MURFREESBORO TOWNSHIP				
WINTON TOWNSHIP				
Acct#14603 Bill# 19A14603.60 Mobile Home was deeded to Tommy Castelow in 2018	Reid, Carrie A. Lassiter	2019	3287	G01-\$27.61 W01-\$90.00 W02-\$90.00
MANEY’S NECK TOWNSHIP				
ST. JOHN TOWNSHIP				
HARRELLSVILLE TOWNSHIP				

TOTAL VALUE APPROVED THIS REPORT (2019 LEVY)	\$
TOTAL TAX RELEASED THIS REPORT (2019 LEVY)	\$ <u>3287.00</u>
TOTAL VALUE APPROVED THIS REPORT (PRIOR LEVY)	\$

TOTAL TAX RELEASED THIS REPORT (PRIOR LEVY)	§
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE SITE 2019)	§90.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATON 2019)	§ 90.00
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE SITE 2018)	§
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2018)	§

Respectfully submitted,

Tammy H. Eason
Tammy H. Eason, Tax Collector

**REQUEST APPROVAL OF AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE
FY 2020-2021 AMENDMENTS #3, #4, #5, & #6**

On a motion by Com. Mitchell and a second by Com. Lassiter, the Board unanimously approved the Hertford County Budget Ordinance FY 2020-2021 Amendment # 3 in the amount of \$18,223 for adjustments in the Office of Aging future funds.

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 -4390	100061-417603	MIPPA Grant	\$ 1,275.00	
Fund Balance Approation**	100112-448500	Fund Balance from MIPPA	\$ 1,125.00	
Fund Balance Approation*	100112-448500	Fund Balance from SHIIP	\$ 3,483.38	
Fund Balance Approation	100112-448500	Fund Balance from SPICE	\$ 4,861.00	
Aging -4390	100061-417700	Vidant SPICE Grant	\$ 4,000.00	
Fund Balance Approation*	100112-448500	Fund Balance from BCBS MOW	\$ 7,001.60	
Fund Balance Approation	100112-448500	Fund Balance from Aging Earmark	\$ 250.00	
Total Changes in Revenue			\$ 21,995.98	\$ -
Net Change in Revenue			\$21,996	

EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Aging - 4390	104390-569301	MIPPA Grant	\$ 2.00	
Aging - 4390**	104390-569301	MIPPA Grant	\$ 1,125.00	

Aging - 4390**	104390-569028	SHIIP	\$ 3,483.38	
Aging - 4390	104390-569300	SPICE	\$ 4,861.00	
Aging - 4390	104390-569300	Vidant SPICE	\$ 2,000.00	
Aging - 4390*	104390-569030	BCBS MOW	\$ 7,001.60	
Aging - 4390	104380-527000	Earmarked Funds		\$ 250
Total Changes in Expenditures			\$ 18,472.98	\$ 250
			Net Change in Expenditures \$18,223	

**Use by 11/30/2020 *Use by 06/30/2021

Money received but not budgeted for as a revenue in FY 21				
Moving forward from fund balance FY 20 Grant (must use by 11/30/2020)				
Moving forward from fund balance FY 20 Grant (must use by 06/30/2021)				
Moving forward from fund balance FY 20 Grant				
Correction for revenue received for FY 21 Grant				
Moving forward from fund balance FY 20 Grant (must use by 06/30/2021)				
Moving forward from fund balance FY 20 REA Grant for crochet supplies				
FY 21 correction in expenses				
FY 20 carry forward				
FY 20 carry forward				
				Amendment #
				3
FY 20 carry forward				
				Approved:
FY 21 correction in expenses				
				Posted:
FY 20 carry forward				
FY 21 correction in expenses				
			Finance Director	Date

On a motion by Com. Mitchell and a second by Com. Leroy Douglas, the Board unanimously approved the Hertford County Budget Ordinance FY 2020-2021 Amendment # 4 in the amount of \$28,689 for assistance with congregate and home delivered meals under the Families First Coronavirus Response Act for Older Adults.

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 -4390	*100061-416601	Families First COVID-19 ACT	\$ 28,689.00	
Total Changes in Revenue			\$ 28,689.00	\$ -

Net Change in Revenue	\$28,689
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Aging - 4390	*104390-569501	FF COVID-19 Congregate	\$ 9,563.00	
Aging - 4390	*104390-569502	FF COVID-19 HDM	\$ 19,126.00	
Total Changes in Expenditures			\$ 28,689.00	\$ -

Net Change in Expenditures	\$28,689
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Explanation:

Hertford County Office of Aging has been granted a total of \$28,689 for assistance with Congregate and Home Delivered Meals under the Families First Coronavirus Response Act for Older Adults.

*New Line Items to be added to budget

		Amendment #	4
		Approved:	
		Posted:	
Finance Director	Date		

On a motion by Com. Mitchell and a second by Com. Douglas, the Board unanimously approved the Hertford County Budget Ordinance FY 2020-2021 Amendment # 5 in the amount of \$19,015.00 for Department of Social Services State funds for Adoption Promotion Funding.

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
Department of Social Services	100063-419102	Special Adoption Incentive	\$ 4,642	
Department of Social Services		CARES ACT Funding	\$ 14,373	
Total Changes in Revenue			\$ 19,015	\$ -
			Net Change in Revenue	\$19,015
EXPENDITURE:				
Department	Account Number	Account Description	Amount Increase	Amount Decrease
Department of Social Services	104480-563202	Special Adoption Incentive	\$ 4,642	
Department of Social Services		CARES ACT Funding	\$ 14,373	
Total Changes in Expenditures			\$ 19,015	\$ -
			Net Change in Expenditures	\$19,015
Explanation:				
Funds received from the State for Adoption Promotion Fund. These funds are for closing out adoption in Children Protective Services. The funds are for promoting and assisting with adoptions in Hertford County.				
			Amendment #	5
			Approved:	
			Posted:	
Finance Director	Date			

On a motion by Com. Mitchell and a second by Vice-Chair John D. Horton, the Board unanimously approved the Hertford County Budget Ordinance FY 2020-2021 Amendment # 6 in the amount of \$2,934.00 for funds budgeted and requisitioned in FY 2019-2020 and due to the COVID-19 Pandemic, services were delayed.

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
Fund Balance Appropriated	100112-448500	Fund Balance from FY 20	\$ 2,934	
Total Changes in Revenue			\$ 2,934	\$ -
			Net Change in Revenue \$2,934	
EXPENDITURE:				
Department	Account Number	Account Description	Amount Increase	Amount Decrease
Register of Deeds	104160-535204	Main & Repair - Book Repair	\$ 2,934	
Total Changes in Expenditures			\$ 2,934	\$ -
			Net Change in Expenditures \$2,934	
Explanation:				
Funds were budgeted and requisitioned in FY 2019-2020 however due to COVID-19 services were delayed.				
			Amendment #	6
			Approved:	
			Posted:	
Finance Director	Date			

AUGUST 2020 REPORT OF NEW HERTFORD COUNTY EMPLOYEES

Ms. Kimberly Turner, Director of Human Resources/Risk Management, presented the following August 2020 Report of New Hertford County Employees:

Hertford County Personnel Report		
August 2020		
<u>Employees Hired</u>	<u>PT/FT</u>	<u>Department</u>
Satoria Madric	FT	Detention Center
James Watford	PT	Detention Center
Tasha Sutton	FT	Detention Center
Renee Draper	FT	Finance
Stargel Jernigan	FT	Finance
Kayla Overwise	PT	EMS
William Ward III	PT	Public Works
Rebecca Rowland	FT	Inspections/Zoning
Zaria Hunter	PT	E-911

Chairman Gatling requested going forward that Director Turner have all new employees appear before the Board to be introduced.

REQUEST APPROVAL OF PUBLIC HEARING FOR AMENDMENT TO REZONING ORDINANCE FOR PROPERTIES IN HARRELLSVILLE, NC PIN# 6973-17-7096 & PIN# 6973-26-1960 FROM RESIDENTIAL AGRICULTURAL (RA-30) TO RIVERSIDE RESIDENTIAL AND CAMPING (RR&C)

On a motion by Commissioner Mitchell and a second by Com. Douglas, the Board unanimously approved the Hertford County Planning Board request to schedule a Public Hearing on October 5, 2020 at 9:15 AM for an Amendment to the Rezoning Ordinance for Properties in Harrellsville, NC PIN# 6973-17-7096 and PIN# 6973-26-1960 from Residential Agricultural (RA-30) to Riverside Residential and Camping (RR&C) as presented by Mrs. Sara Turner, GIS & Planning Director.

REQUEST APPROVAL OF UPSET BID OFFERS

On a motion by Commissioner Mitchell and a second by Com. Douglas, the Board unanimously approved the re-advertising of the new upset bid offers for Frances Kay Scott Pin# 5968-45-5728 in the amount of \$2,400.00 and FRB Custom Homes of NE NC - PIN#s 5081-19-9738 Lot 19 in the amount of \$7,000.00 & 5081-29-1741 Lot 20 in the amount of \$7,000.00

On a motion by Com. Lassiter and a second by Com. Douglas, the Board unanimously approved for Attorney Revelle to develop a policy to finalize foreclosure property upset bids after the second upset bid is received as a result of advertising costs incurred during the bidding process.

REQUEST APPROVAL OF THE STATE GRANT CERTIFICATION – NO OVERDUE TAX DEBTS FOR HERTFORD COUNTY OFFICE OF AGING

On a motion by Com. Lassiter and a second by Com. Mitchell, the Board unanimously approved The State Grant Certification – No Overdue Tax Debts request for the Office of Aging as presented by Mrs. Deidra Evans, Director.

CORONAVIRUS RELIEF FUND – MUNICIPAL PLANS

Manager Cotton presented the Coronavirus Relief Fund Municipal Plans from the Town of Ahoskie, Town of Murfreesboro, Town of Harrellsville, and Town of Winton to the Board. He reported the following: 1)Town of Cofield missed the application deadline and was no longer eligible, 2) he will have an answer for the Board at the October 5th Work Session regarding the request from the Town of Ahoskie for Vidant Hospital, and 3) all CRF monies must be spent by December 31, 2020.

Com. Douglas announced he was not pleased with the CRF notification process but felt the Board did their job.

COUNTY MANAGER'S COMMENTS

County Manager Cotton advised the Board that Chris Smith would provide the report to the Board regarding FEMA.

Mr. Chris Smith, Emergency Management Director, shared the following with the Board:

- 1) 40 structures damaged in the County, 10 with major damage
- 2) Bertie nor Hertford County qualified for FEMA Individual Assistance
- 3) Hertford County's eligibility for SBA and State Individual Assistance because of being a contingent county of through Bertie County which was approved for State Assistance.
- 4) Nine applicants applied for assistance in Hertford County to date
- 5) Damage assessments were forwarded to CADA, Red Cross, Team Rubicon, Men's Baptist and West Chowan Association
- 6) DOT tasked to pick up vegetative debris from Vinson Mill
- 7) West Roanoke Missionary Baptist Association set up a donation site at Mt. Sinai Church in Murfreesboro
- 8) as of September 8, 2020, Hertford County does not meet the threshold in county damages to qualify for FEMA Public Assistance but are working still to shore those numbers up in order to request declaration to reclaim those funds

Chairman Gatling requested Manager Cotton and Mr. Smith discuss debris removal concerns and provide information to the Board at the September 21st meeting.

COMMISSIONERS' COMMENTS

The Board commented as follows:

Chairman Gatling commented that he would make his remarks in Closed Session.

Com. Douglas, Com. Mitchell and Com. Lassiter made no comments.

Vice-Chair Horton commented that it was good to see everyone.

CLOSED SESSION

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

Com. Lassiter commented that COVID lab confirmed active cases and death rates are increasing and stressed the importance of a strong message to be sent to the public.

Chairman Gatling requested Clerk Fleetwood prepare a letter for citizens regarding the COVID-19 Pandemic and to forward to the radio, local news media, etc.

On a motion by Com. Lassiter and a second by Com. Mitchell, the Board unanimously approved to extend the half day Fridays through January 1, 2021 as the Board's acknowledgement and demonstration of appreciation for employee continued professionalism and efforts to provide services to the community.

Com. Douglas inquired about the new property tax software operations and why it was purchased.

Manager Cotton reported that employees are feeling better about the software and that it was purchased based on the promise it would be more effective.

Chairman Gatling requested for Manager Cotton to review the County server and technology to see if enough has been done to manage the County operation technology needs and to provide the Board with an estimate for county-wide County water access.

Com. Lassiter requested an update on the USDA building renovation cost.

Manager Cotton advised Com. Lassiter and the Board that he should receive an estimate this week from Mr. Mike Bradley's office.

On a motion by Com. Mitchell and a second by Com. Douglas, the Board unanimously approved to hold a Public Hearing on Monday, October 5, 2020, at 9:30 AM for the consideration of establishment of a Moratorium on further solar farm development.

On a motion by Com. Lassiter and a second by Com. Douglas, the Board unanimously approved to extend the period of time for closing of two Carroll Newsome Hollins tax foreclosure lots (PIN #5993-51-9499 and PIN #5993-61-1378) until Friday, October 16, 2020, after which, the bid deposits will be forfeited if not closed by that date.

ADJOURN MEETING

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

Approved: September 21, 2020

Com. Ronald J. Gatling
Chairman

Dr. Renee Fleetwood
Clerk to the Board