

# North Carolina Vehicle Tax System

## NCVTS Pending Refund report

Report Date 10/10/2020

Payee Name	Primary Owner	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Tag	Create Date	Tax Juris	Levy Type	Change	Interest Change	Total Change
FENNELL, ELSIE VAUGHAN	FENNELL, ELSIE VAUGHAN	2008 BENTHALL BRIDGERD	WOODLAND, NC 27897	Prorati on	005647 7557	[REDACTED]	PENDING	1825246	Refund Generated due to proration on Bill #0056477557-2018-2019-0000-00	Surrender	09/02/2020	G01	Tax	(\$105.00)	\$0.00	(\$105.00)
												F03	Tax	(\$6.25)	\$0.00	(\$6.25)
															Refund	\$111.25

## Approval of Taxpayer Refunds – Jones & Carter and Curtis Bond

\$279.23 to Jones & Carter -Vendor #1424 for overpayment on account by prepayment for their client

\$242.56 to Curtis Bond- Vendor # 15521 for overpayment of 2020 taxes on account

## Approval of September 2020 Tax Levy Releases

### RELEASES FOR MONTH ENDING September 2020

		LEVY	VALUE	TAX
AHOSKIE TOWNSHIP	NAME	YEAR	RELEASED	RELEASED
MURFREESBORO TOWNSHIP				
WINTON TOWNSHIP				
Acct#327	Sharp, Quinton F.	2019	\$26.49	Late list penalty \$133.49
Bill# 327-2020-2019		2018	\$41.82	
Bill# 327-2020-2018		2017	\$58.69	
Bill# 327-2020-2017		2016	\$6.49	
Bill# 327-2020-2016				
Taxpayer listed on time for years 2016-2019 Penalties added in error.				
MANEY'S NECK TOWNSHIP				
ST. JOHN TOWNSHIP				
Acct#2867	Skeens, Dennis A	2020	1,600	G01-\$13.44
Bill# 2867-2020-2020				
Taxpayer listed vehicles in error, both vehicles have a current plate				
HARRELLSVILLE TOWNSHIP				

Respectfully submitted,  
Tammy H. Eason  
Tammy H. Eason, Tax Collector

## Approval of Proclamation Honoring the Life of Mr. Martie Marsh



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

#### A PROCLAMATION HONORING THE LIFE OF MR. MARTIE MARSH

- WHEREAS,** the Board of Commissioners of Hertford County and its citizens lost a dedicated citizen with the death of Mr. Martie Marsh on October 5, 2020; and
- WHEREAS,** Mr. Martie Marsh's three loves were his family, his wife, Phyllis Howard Marsh, daughter, Leslie Ferguson, son, Brandon Marsh, sports and Calvary Missionary Baptist Church; and
- WHEREAS,** Mr. Martie Marsh grew up in Hertford County, and served 30 years with Hertford County Public Schools as an educator with a passion for athletics, he was a competitive athlete who played football, basketball, baseball, and tennis. Later, as a strong advocate for youth, he served as a Head Basketball and Tennis Coach, Head JV Football Coach and as a Referee at Ahsoskie high school; and
- WHEREAS,** Mr. Martie Marsh carried out his Christian stewardship responsibilities with dedication, passion and commitment to the Calvary Missionary Baptist Church family as a devout Trustee since 1978, as well as other numerous vital capacities for which he will forever be remembered; and
- WHEREAS,** Hertford County and Calvary Missionary Baptist Church have benefitted from his knowledge, leadership, and concern for his fellow citizens, his contributions will forever serve as an example of his untiring and dedicated public service and will truly be missed by all whose lives he touched during his life; and

**NOW, THEREFORE BE IT PROCLAIMED** that the Hertford County Board of Commissioners express our deep sympathy to the Marsh, Howard & Hall family, do hereby honor the memory of Mr. Martie Marsh, and will retain a copy of this proclamation in Board records and a copy given to the family of Mr. Martie Marsh 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 11<sup>TH</sup> day of October, two thousand twenty.

HERTFORD COUNTY BOARD OF COMMISSIONERS

ATTEST:

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

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

**REQUEST APPROVAL OF AMENDMENT TO HERTFORD COUNTY BUDGET  
ORDINANCE FY 2020-2021 AMENDMENT #10**

On a motion by Com. Lassiter and a second by Com. Mitchell, the Board unanimously approved the Amendment to Hertford County Budget Ordinance FY 2020-2021 Amendment #10.



**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	100080-527012	Earmarked Revenue	\$ 4,263.10	
Restricted Funds	100060-414875	Byrne Justice Assistance Grant	\$ 24,500.00	
Restricted Funds	100060-414880	2020 COVID Supplemental Funding	\$ 16,403.68	
	<b>Total Changes in Revenue</b>		<b>\$ 45,166.78</b>	<b>\$ -</b>
		<b>Net Change in Revenue</b>	<b>\$ 45,166.78</b>	

**EXPENDITURE:**

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Aging	104380-527000	Earmarked Expense	\$ 4,263.10	
Sheriff	104180-414875	Byrne Justice Assistance Grant	\$ 24,500.00	
Sheriff	104180-414880	2020 COVID Supplemental Funding	\$ 16,403.68	
	<b>Total Changes in Expenditures</b>		<b>\$ 45,166.78</b>	<b>\$ -</b>
		<b>Net Change in Expenditures</b>	<b>\$ 45,166.78</b>	

**Explanation:**

Donation from Nucor Steel to assist with floor replacement in Winton Nutrition Site.

2018 Grant Approval from NC DPS.

2020 Coronavirus Emergency Supplemental Funding program Grant from NC DPS.

			Amendment #	10
			Approved:	
			Posted:	
Finance Director	Date			

## REPORT OF SETTLEMENT FOR CURRENT TAXES FOR FY 2019-2020

On a motion by Com. Mitchell and a second by Com. Lassiter, the Board approved the report of Settlement for Current Taxes for FY 2019-2020 as presented by Mrs. Tammy Eason, Tax Collector, and verified by County Manager, David B. Cotton, in the amount of \$16,128,229 for charges to the collector and in the amount of \$17,321,960.52 for credits to the tax collector.

### **SETTLEMENT FOR CURRENT TAXES FOR FISCAL YEAR 2019-2020**

TO: Hertford County Board of Commissioners

FROM: Tammy Eason, Tax Collector

DATE: October 8, 2020

**As of June 30, 2020**

#### CHARGES TO THE COLLECTOR:

1. Total amount of all taxes placed in the Tax Collector's hands \$16,064,156.17 for collection for the year:
2. All late listing penalties and costs collected by the Tax Collector: \$23,623.49
3. All interest on taxes collected by the Tax Collector: \$40,449.34

**TOTAL: \$16,128,229.00**

#### CREDITS TO THE TAX COLLECTOR:

1. All sums deposited by the Tax Collector to the credit of the \$17,368,831.03 taxing unit or receipted by the property official:
2. Releases allowed by the governing body (including Refunds and reductions in valuation): \$46,870.51
3. The principal amount of taxes determined to be Insolvent and to \$ 0 be allowed as credits by the governing body:

**TOTAL: \$17,321,960.52**

Respectfully submitted,

*Tammy Eason*  
Tammy Eason, Tax Collector

SWORN TO AND SUBSCRIBED BEFORE ME, this \_\_\_\_8th\_\_ day of October 2020

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Notary Public

My Commission expires: \_\_\_\_\_

## PUBLIC COMMENT

No public comment was made.

## UPDATE AND PRESENTATION OF THE ARTICLES OF ASSOCIATION AND AGREEMENT FOR THE RIVER'S EAST WORKFORCE INVESTMENT CONSORTIUM

On a motion by Com. Lassiter and a second by Com. Mitchell, the Board unanimously approved the Articles of Association and Agreement Name Change as presented by Mrs. Jennie Bowen, Workforce Development Director/Mid-East Commission.

On a motion by Com. Lassiter and a second by Com. Mitchell, the Board unanimously approved the Resolution Approving the Articles of Association and Agreement for Rivers East Workforce Investment Consortium.



### **RESOLUTION APPROVING ARTICLES OF ASSOCIATION AND AGREEMENT FOR RIVERS EAST WORKFORCE INVESTMENT CONSORTIUM**

**WHEREAS**, the counties of Beaufort, Bertie, Hertford, Martin, and Pitt, being independent and contiguous units of local county government, wish to agree to establish a workforce investment consortium ("Consortium") to act jointly as a Local Area ("LA") under the Workforce Innovation and Opportunity Act ("WIOA") Public Law 113-128 as authorized by North Carolina General Statutes, Section 160A-460, et seq.; and

**WHEREAS**, in addition to specific authority to enter into the agreement attached hereto, a "Chief Elected Official" for Workforce Innovation and Opportunity Act (WIOA) purposes upon whose representations the State of North Carolina, the Rivers East Workforce Development Board (synonymous with Workforce Investment Board, the Mid-East Commission (as Local Area Administrative Entity) and the other counties may rely, must be designated and authorized to execute the attached agreement and such other agreements as are necessary for purposes of WIOA and who shall sit on the Consortium Board.

**BE IT RESOLVED**, that Com. Ronald J. Gatling is hereby designated the "Chief Elected Official" for the foregoing purposes and as such he/she is fully authorized to execute the attached agreement and such other and further agreements on behalf of this County as are necessary for these purposes.

The foregoing Resolution was adopted by the Hertford County Board of Commissioners on this \_\_\_\_\_ day of October, 2020

HERTFORD COUNTY BOARD OF COMMISSIONERS

ATTEST:

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

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



## **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. Mitchell and a second by Com. Douglas the Board unanimously approved to return to the Regular session.

## **REQUEST ADOPTION OF A TEMPORARY MORATORIUM ON SOLAR FARM OR SOLAR COLLECTOR DEVELOPMENT IN HERTFORD COUNTY**

Following a discussion among the commissioners of the Draft Moratorium, previously distributed by the county attorney, and comments by Sarah Turner, GIS/Planning Director, on a motion by Com. Douglas and a second by Com. Mitchell, the Board unanimously approved the adoption of a Moratorium on Solar Farm or Solar Collector Development in Hertford County, selecting options B, C, and F on the County Attorney's Draft, and adding "land use plans" in the blank in the final WHEREAS paragraph, as presented by Attorney Charles L. Revelle, III. effective on October 19, 2020 at 8:10 PM.

### **MORATORIUM**

**ON THE ISSUANCE OF BUILDING, ZONING,**

**CONDITIONAL USE AND/OR SPECIAL USE PERMIT(S)**

**FOR SOLAR FARM FACILITY DEVELOPMENT**

WHEREAS, the County of Hertford (hereafter "the County") is a municipal corporation organized under the laws of North Carolina, invested with the powers enumerated in Chapter 160A of the North Carolina General Statutes; and

WHEREAS, pursuant to North Carolina General Statutes 160A, Article 8, the County is given authority to prohibit, regulate and abate acts, omissions, or conditions detrimental to the health, safety or welfare of its citizens; and

WHEREAS, the Hertford County Board of Commissioners is concerned about the proliferation of Solar Farm Facilities within the County's jurisdiction, which directly affects the aesthetics, environmental impacts, and economic viability of the County and such concerns have been amplified by comments, letters, and petitions received from citizens; and

WHEREAS, upon Hertford County Board of Commissioner's direction to the Hertford County Planning Board, a study and investigation regarding regulation of Solar Farm Facilities has been instigated; and

WHEREAS, despite expeditious pursuit of its investigation, further information needs to be obtained and evaluated by both the Hertford County Planning Board and the Hertford County Board of Commissioners involving such things as loss of farmland, soil types, aesthetics, impact on agriculture-related businesses in the County, possible decline in adjoining property valuations, environmental effects, and other matters, in order to fully evaluate the County's approach to planning in this area and to develop recommendations; and

WHEREAS, if permits are issued prior to the presentation of the Hertford County Planning Board's recommendations and County review and possible implementation of modifications to the Zoning Ordinance, there may be further Solar Farm Facilities constructed under the current Zoning Ordinance, which may be detrimental to sound planning.



WHEREAS, new construction within Hertford County requires proper zoning and issuance of a building permit. A moratorium on the issuance of permits related to Solar Farm Facilities will allow the Hertford County Planning Board and the Hertford County Board of Commissioners the time necessary to review the Hertford County Zoning Ordinance and develop possible changes that are most suitable for Hertford County.

WHEREAS, the County will be conducting a comprehensive review and revision of its Planning/Zoning/Subdivision Ordinances to be completed by June 30, 2021, and this much time is needed to gather and evaluate information outlined herein.

WHEREAS, absent a moratorium on development of Solar Farm Facilities, there are no alternative ways to prevent unsound development since large sections of the County's planning jurisdiction are zoned to allow development of Solar Farm Facilities.

WHEREAS, during the term of the moratorium, the Hertford County Planning Board and the Hertford County Board of Commissioners will consider zoning, setbacks, landscaping, fencing, vegetative buffering, decommissioning plans, insurance requirements, loss of farmland, soil types, aesthetics, impact on agriculture-related businesses in the County, possible decline in adjoining property valuations, environmental effects, evaluation of state and federal regulations, expressed public opinion, land use plans, and other issues related to Solar Farm Facilities.

NOW, THEREFORE, BE IT RESOLVED THAT THE COUNTY OF HERTFORD, NORTH CAROLINA HEREBY ADOPTS A MORATORIUM ON PERMITTING FOR THE PURPOSE OF DEVELOPMENT OF SOLAR FARM FACILITIES, ACCORDING TO THE FOLLOWING SPECIFICATIONS:

1. With the exceptions to this development moratorium outlined in Section 2 below, there is hereby enacted a development moratorium on the issuance of Building, Zoning, Conditional Use and/or Special Use Permits for Solar Farm Facility development in Hertford County, during the period beginning with the effective date and time of the adoption of this moratorium and ending June 30, 2021.

During the period of this moratorium no building, zoning, conditional use or special use permit(s) shall be issued for new construction, or the expansion of an existing structure(s), which will result in the existence or expansion of a Solar Farm Facility. This moratorium shall not be interpreted to prevent the issuance of permits either applicable to any tract of land containing one acre or less, or applicable to a solar collector having an accessory use independent of a Solar Farm Facility.

2. This development moratorium shall not apply to any project for which a valid building permit issued pursuant to G.S. 153A-357 is outstanding, to any project for which a conditional use permit application or special use permit application has been accepted, to development set forth in a site-specific or phased development plan approved pursuant to G.S. 153A-344.1, to development for which substantial expenditures have already been made in good faith reliance on a prior valid administrative or quasi-judicial permit or approval, or to preliminary or final subdivision plats that have been accepted for review by the county prior to the call for public hearing to adopt the moratorium, nor shall it apply to any project for which a building permit application has been received before the effective date and time of the adoption of this moratorium, provided said application is complete and would otherwise be approved in the normal course of review and action by County officials in the absence of a moratorium.
3. During the term of this moratorium, the Hertford County Planning Board shall complete its study of the issues related to Solar Farm Facilities and their effect on the County, and present its recommendations to the Hertford County Board of Commissioners, which will review said recommendations, and following a public hearing and review of recommendations of the Hertford County Planning Board, the Hertford County Board of Commissioners will determine what changes and amendments to its ordinances, if any, should be made by the County.

Effective October 19, 2020 at 8:10 P.M.

HERTFORD COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_

Ronald L. Gatling, Chair

Attest: \_\_\_\_\_

Renee Fleetwood, Clerk

## **FIRE DEPARTMENT INSPECTIONS UPDATE**

Mr. Chris Smith, Hertford County Emergency Management Director/Fire Marshall, presented the Fire Department Inspections Update sharing with the Board the increased funding allowing the County Fire Departments to purchase or update needed equipment.

Chairman Gatling on behalf of the Board thanked Mr. Smith for sharing the good news of saving dollars for the County.

## **USDA LOAN**

Attorney Revelle reported the following information to the Board: 1) the USDA Loan Closing is Thursday, October 22, 2020 at 12:30 PM. at an interest rate of 2.125%; 2) the USDA Loan totals \$232,040, the Grant proceeds total \$243,760, and the County will pay \$537.40.

On a motion by Com. Lassiter and a second by Com. Douglas, the Board approved the USDA Loan application documents as set at the lowest interest rate of 2.125%, as well as the installment Purchase Contract and the Security Agreement, as presented by the County Attorney.

The Board stated they were truly grateful to Ms. Monica Thornton for her assistance with the USDA Loan process and echoed a big thank you to her as the USDA Area Specialist.

## **SMALL BUSINESS COVID-19 RELIEF FUNDING PROGRAM**

On a motion by Com. Mitchell and a second by Com. Lassiter, the Board approved the Hertford County Small Business COVID-19 Relief Funding Program as presented by County Manager Cotton as attached.



**HERTFORD**  
COUNTY  
*North Carolina*

### **Hertford Small Business COVID-19 Relief Funding Program**

While each of us has been affected by COVID-19, small and independently owned businesses have certainly experienced significant challenges.

Recognizing that small businesses are the backbone of our community, the Hertford County Board of Commissioners has launched the Hertford Small Business COVID-19 Relief Funding Program. This is a small business relief program that aims to provide grants to small business owners struggling financially due to COVID-19. The goal is to help them in the short-term, so that they can get back on their feet and remain viable for the long term.

Specifically, the purpose of the Hertford Small Business COVID-19 Relief Funding Program is to assist Hertford County-based small businesses that are experiencing financial difficulties such as mandated shutdowns, employee layoffs, and operating losses as a result of ongoing efforts of the Federal, State and local authorities to contain and minimize the spread of the COVID-19 pandemic.



The application will be available at noon on Monday, October 26<sup>th</sup>, 2020 and will remain open through 11:59 p.m. on Friday, November 13<sup>th</sup>, 2020. Applicants will be asked to submit supplemental materials with the application to Hertford County Administration 115 Justice Drive Suite 1 Winton, North Carolina 27986. These materials (constituting a completed application packet) must be received by 11:59 p.m. on Friday, November 13<sup>th</sup>, 2020 for the application to be considered for possible funding.

The application and program guidelines will be available on Hertford County's website, Facebook page and at Hertford County's Administration Office.

Businesses that have already received COVID-19 related financial assistance from either the State, Federal or local governments are eligible to apply for the Hertford Small Business COVID-19 Relief Funding Program.

For additional questions regarding the program and/or process, please see the Hertford Small Business COVID-19 Relief Funding Program Frequently Asked Questions (FAQ).

### **General Terms & Conditions**

- Open to Hertford County, North Carolina based for-profit small businesses
- Minimum of one year in operation
- Ineligible businesses include, but not limited to, companies involved in real estate investment, multi-level marketing or adult entertainment. Companies with outstanding local tax liabilities or tax liens as of September 30, 2020, or currently in bankruptcy (Corporate or Personal) are not eligible. Companies that have a past due utility balance as of September 30, 2020 with Hertford County are also ineligible.
- Profit and Loss statement indicating profitability prior to coronavirus pandemic
- Maximum grant of \$10,000 per small business with no repayment required. The amount of the grant will be twice the average monthly expenses from your most recently filed tax return or \$10,000, whichever is less.

### **Qualification Requirements**

- Business is located in Hertford County, North Carolina
- Business with 100 employees or less
- Business is locally and independently owned
- For-profit businesses including, but not limited to sole proprietorships, home businesses, and independent contractors (This also includes food trucks who are able to show rent payments paid to a commercial space, hairstylists/barbers who rent booths from salon owners, and actual salon owners).
- Business has experienced at least a 25% decline in revenues due to COVID-19 between January 1, 2020 and September 30, 2020.
- Business annual revenue of less than \$2.5 million as of latest completed Business Tax Returns
- Business has not filed for bankruptcy.
- Business does not have any open tax liens.
- Business does not have current open judgments.
- Businesses that have been operating for one year or less and have filed a 2019 tax return AND also meet all other eligibility criteria are eligible to apply.
- Businesses who have been operating for one year or less AND have not filed a 2019 tax return are ineligible to apply.

### **Required Documentation**

- Financial documents for March through September 2019 and March through September 2020 demonstrating revenue decrease due to COVID-19
- Financial documents may include: point-of-sales reports, bank statements, quarterly sales tax filings, 2019 tax returns, or CPA-certified profit & loss statements
- Statement describing how COVID-19 has adversely impacted your business
- Copy of lease or mortgage agreement for your small business
- Receipt/proof of paid City taxes or screenshot
- Business must provide a valid/unexpired driver's license or government-issued photo ID
- Certificate of "good standing" or screenshot from the Secretary of State North Carolina
- Most recently completed & filed business tax returns (2019 tax returns are mandatory, 2018 are optional)
- Payroll documentation or quarterly unemployment insurance filing



- Your full social security number (SSN) and EIN/ITIN, which will be used to access your credit report and verify your business
- Your business' NAICS code
- Monthly sales revenue for each month January through September 2020 (you may provide a point-of-sale report, Excel spreadsheet/ledger or another report from business accounting software)
- Your banking information including your routing and checking account number

### **Eligible Uses of Funds**

Each of the eligible uses of funds below will be evaluated in the context of being necessary for businesses to provide services in a different manner due to "social distancing" requirements or mandated closures caused by the COVID-19 pandemic.

- Fund working capital or operational funds to retain employees during the COVID-19 pandemic
- Purchase equipment, commercial-use vehicles, or machinery for the business
- Improve owner-occupied commercial property; owner must occupy 50% or more of total space
- Sustain or expand business services or products
- Retain or expand workforce development and job creation
- Fund tenant up-fit and lease-hold improvements to the business

### **Frequently Asked Questions (FAQ)**

#### **Which businesses are eligible/ineligible to apply for funding through this program?**

- Small business applicants must be located within Hertford County and in locations zoned appropriately for the intended business activity.
- Business applicants must be for-profit business entities.
- Business with 100 employees or less
- Business applicants must have no outstanding tax liens or legal judgments as of September 30, 2020.
- Ineligible businesses include, but not limited to, companies involved in real estate investment, multi-level marketing or adult entertainment. Companies with outstanding local tax liabilities or tax liens as of September 30, 2020 or currently in bankruptcy (Corporate or Personal) are not eligible. Companies that have a past due utility balance as of September 30, 2020 with Hertford County are also ineligible.
- Businesses that have already received COVID-19 related financial assistance from either the State, Federal or local governments are eligible to apply for the Hertford Small Business COVID-19 Relief Funding Program.

#### **Who will review grant applications and determine the awards?**

- The Hertford Board of County Commissioners will make final determinations for the grants. The Hertford Small Business COVID-19 Relief Funding Program will be staffed by the County's Chief Finance Officer and County Manager.
- Hertford County staff will service the grants, to include marketing the program, receiving all applications for review, disbursing funds to award recipients, providing administrative reports, and processing all associated documentation.
- The Hertford Small Business COVID-19 Relief Funding Program is funded by the Hertford County Board of Commissioners, which retains the right to amend the grant procedures as necessary to assist the broadest cross-section of Hertford County's small businesses.

#### **What will the application and funding process look like?**

- Interested businesses should complete and submit the application by 11:59 p.m. on Friday, November 13<sup>th</sup>, 2020 to start the process and meet the submission deadline. Once the application has been submitted, applicants will receive an email from Hertford County staff within two business days acknowledging receipt of your application. All required documents must be received by 11:59 p.m. on Friday, November 13<sup>th</sup>, 2020.
- Hertford County staff from County Administration and the Finance Office will pre-screen the applications to make sure they include all required documentation and meet the published qualifications. Completed applications will be provided to the Commissioners for their review and funding determination.
- Applicants will then be contacted in writing to share the evaluation results and what the next steps in the process will include.
  - For grant applicants, a completed W-9 and Electronic Funds Transfer form will be required to process the funds.

- Each business receiving a grant must provide an accounting of how all funds were used by the business within 180 days of the receipt of the grant.

**What criteria will be used to evaluate a small business applicant's economic need to receive a grant?**

- The Commissioners will compare revenue for March through September 2019 with revenue for March through September 2020.
- Additional duties of the Commissioners shall include generally monitor the duties of the Program administration. These responsibilities will include:
  - Determining innovative measures to deploy grant funds to sustain small business development and job creation, leading to recovery.
  - Meeting with staff to review grant applications and determine, which applications will be recommended for approval to County leadership, including terms and conditions.
  - Applicants must submit certain financial and tax information of their small business to Orange County's Finance & Administration Department including Federal Tax ID # and bank account information.

**What are the eligible uses of the grant funds?**

- Business expenses in the following categories as a result of a need to expanded a business model to accommodate social distancing:
  - Fund working capital or operational funds
  - Purchase equipment, commercial-use vehicles, or machinery for the business
  - Improve owner-occupied commercial property; owner must occupy 50% or more of total space
  - Sustain or expand business services or products
  - Retain or expand workforce development and job creation
  - Fund tenant up-fit and lease-hold improvements to the business

**What are examples of unauthorized uses of grant funds?**

- Businesses that are not based in Hertford County
- Refinancing existing bank debt or investor loans
- Purchase of equipment or improvement of real estate to be used for personal use
- Political activities or private membership clubs
- Owner salary and dividend payments beyond an agreed upon amount
- Speculative ventures such as drilling for gas, oil, and commodity futures
- Lending or speculative investment purchases
- Real property held for sale or investment
- Pyramid sales - distribution plan businesses
- Floor plan financing, which is defined as a revolving line of credit that allows the borrower to obtain financing for retail goods; these loans are secured on collateral including vehicles, recreational vehicles and manufactured homes
- Foreign controlled businesses
- Paying off existing debts, tax liens, judgments or collections

**What is the amount of the grant program's potential award value to a small business applicant?**

- The maximum amount of the grant will be twice the average monthly expenses from your most recently filed tax return or \$10,000, whichever is less.
- All grants are subject to availability of Hertford County's funds for this program and the level of eligible requests the program receives from small businesses.

**What is the cost to a small business that receives a grant?**

- The grant program has no application fee, no repayment provision and no other costs to the grant recipient.

**What types of financial records and related documentation will be required as part of the grant application process?**

The Commissioners shall review and consider the following in determining whether a grant should be made:

- Financial documents for March through September 2019 and March through September 2020 demonstrating revenue decrease due to COVID-19
- Financial documents may include: point-of-sales reports, bank statements, quarterly sales tax filings, 2019 tax returns, or CPA-certified profit & loss statements
- Statement describing how COVID-19 has adversely impacted your business



- Copy of lease or mortgage agreement for your small business
- Receipt/proof of paid City taxes or screenshot
- Business must provide a valid/unexpired driver's license or government-issued photo ID
- Certificate of "good standing" or screenshot from the Secretary of State North Carolina
- Most recently completed & filed business tax returns (2019 tax returns are mandatory, 2018 are optional)
- Payroll documentation or quarterly unemployment insurance filing
- Your full social security number (SSN) and EIN/ITIN, which will be used to access your credit report and verify your business
- Your business' NAICS code
- Monthly sales revenue for each month January through September 2020 (you may provide a point-of-sale report, Excel spreadsheet/ledger or another report from business accounting software)
- Your banking information including your routing and checking account number

### **COUNTY MANAGER'S COMMENTS**

Manager Cotton addressed Chairman Gatling and the Commissioners seeking their guidance on the County endorsing the Halloween guidance from NCDHSS.

Chairman Gatling advised Manager Cotton to endorse the alternative Halloween guidelines as recommended by NCDHSS.

### **COMMISSIONERS' COMMENTS**

The Board made the following comments:

Commissioner Douglas thanked everyone for attending the meeting.

Commissioner Lassiter thanked everyone for attending the meeting and thanked Mr. Robert Mizelle, Inspections/Zoning Director and Mrs. Sara Turner, GIS/Planning Director for a job well done.

Com. Gatling commented that Calvary Missionary Baptist Church in Ahoskie will host a Drive Thru Trunk-or-Treat on October 31, 2020, from 5:00 PM – 8:00 PM in the parking lot of and invite departments who wish to participate to do so.

### **ADJOURN MEETING**

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

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Approved: November 2, 2020

Com. Ronald J. Gatling, Chairman

Dr. Renee Fleetwood, Clerk to the Board