

**MINUTES
REGULAR MEETING
HERTFORD COUNTY BOARD OF COMMISSIONERS
MULTI-PURPOSE ROOM - JUDICIAL CENTER
MONDAY, December 2, 2019
9:00 AM**

PRESENT:

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

ALSO PRESENT WITH THE BOARD:

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

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

Attorney Charles L. Revelle, III called the meeting to order at 9:02 am. Invocation was provided by, Reverend Dr. James Shearn, Jordan Grove Missionary Baptist Church, Winton, NC.

Attorney Revelle opened the floor for nominations for Chairman of the Board for 2020. Com. Andre Lassiter nominated Com. Ronald Gatling which was seconded by Com. Leroy Douglas.

Attorney Revelle called for the vote for Com. Gatling as Chairman which was as follows:

Gatling: Aye
Horton: (no vote) Aye
Douglas: Aye
Lassiter: Aye
Mitchell: Aye

Com. Gatling was declared Chairman.

Chairman Gatling opened the floor for nominations for Vice-Chairman for 2020. Com. Leroy Douglas nominated Com. John Horton which was seconded by Com. Lassiter.

Chairman Gatling called for the vote for Com. John Horton as Vice-Chairman which was as follows:

Gatling: Aye
Horton: Aye
Douglas: Aye
Lassiter: Aye
Mitchell: Aye

Com. Horton was declared Vice-Chairman.

CONSENT AGENDA

On a motion by Com. Lassiter. and second by Com. Douglas, the Board unanimously approved the Consent Agenda as follows:

1. Request Approval of November 18, 2019 Minutes
2. Request Approval of Refund to Wells Fargo

Refund to Wells Fargo for over Payment of 2019 taxes, Schoenwolf, Walter Pin #5991-18-2346 \$600.00, Kimmel, James Pin# 5991-37 1799- \$913.80, Bowman, George G. Pin #5958-30-9305- \$654.15, Clark, Nathaniel Pin# 5966-52-3423- \$49.32, Payee: Vendor #14855 Amount: \$2217.27

3. Request Approval of Refund to State Employee's Credit Union

Refund to State Employee's Credit Union for over Payment of 2019 taxes, Morris, Eley J. Pin #6906-99-0114 \$51.23, Munford, Charlie J. Jr Pin# 5992-19-7530- \$611.68, Benton, Marvin W. Pin #5974-85-7370- \$80.60, Johnson, Annette V. Pin# 5992-09-4482- \$3361.89, Smith, Whitney V. Pin # 5984-16-7902\$652.33, Payee: Vendor #14447 Amount: \$4757.73

4. Request Approval of Refund to Core Logic Mortgage Co.

Refund to Core Logic Mortgage Co. for over Payment of 2019 taxes, Holley, Earl M. Pin #5981-36-7987 \$50.00, Deloatch, Hubert Jr Pin# 5963-84-9731- \$100.00, Mizzelle, Tatyana N Pin #5976-49-6610- \$204.31, Schjolin, Lorie A Pin# 6926-14-6688- \$1395.30 Dryer, Christine G. Pin#6926-14-5779- \$935.98 Liverman, Gregory D. Pin#5992-68-0329- \$306.86 & Pin # 5992-58-9351- \$128.15 Harrell, George Pin# 6925-50-5507- \$102.14 Williams, Yvonne M. pin# 5963-35-5451-\$845.39, Payee: Vendor #11016 Amount: \$4068.13

INTRODUCTION OF NEW HERTFORD COUNTY EMPLOYEES

County Manager Loria Williams introduced Ms. Kimberly Turner, Director of Human Resources/Risk Management and Mr. David Cotton, Interim Asst. County Manager through 2019 and Interim County Manager effective January 1, 2020 – March 31, 2020. Employees who were not present would be introduced at the January 6, 2020 meeting.

REQUEST APPROVAL TO ADVERTISE BOARDS & COMMISSIONS

On a motion by Vice-Chair Horton seconded by Com. Douglas, the Board voted unanimously to advertise the Boards and Commissions vacancies as presented by Clerk Fleetwood.



**NOTICE OF
BOARD VACANCIES
GET INVOLVED IN YOUR COMMUNITY!**

(December 2, 2019)

The Hertford County Board of Commissioners considers appointees to Boards and Commissions in the County. If you are interested in helping to make Hertford County a better place to live and work for all of its citizens, then please consider applying. Considerations for appointments will be made to the following Boards and Commissions as listed below. To be considered as a candidate, applicants must be a full-time Hertford County resident and be current in the payment of their property tax. Some Board and Commission seats require designated qualifications, skills, or training as specified by regulation. In such cases, the Board of County Commissioners must appoint persons who meet those guidelines. To obtain an application and a complete listing of all of the Boards and Commissions that serve Hertford County, please call Dr. Renee Fleetwood, Clerk to the Board, at (252) 358-7805 ext. 3108 or visit our website at <http://www.hertfordcountync.gov>.

<u>Board</u>	<u>Positions Available</u>
Employee Advisory Council	1
Choanoke Area Development Association, Inc.	1
Choanoke Public Transportation Authority	1
Firefighters Relief Fund Board (2 Members from Ahoskie, 1 Member from Harrellsville, 2 Members from Millennium, 2 Members from Saint John)	7
Hertford County E911 Governance Board	1
Hertford County Economic Development Commission	4
Hertford County Library Advisory Board	2
Hertford County Planning Board	4
Hertford County Zoning Board of Adjustment	2
Industrial Facilities & Pollution Control Financing Authority	2
Joint Community Advisory Committee	6
Juvenile Crime Prevention Council	1 (1-Local Health Director)
Medical Services Transportation Advisory Council	2
Mid-East Board	1
Murfreesboro Planning Board of Adjustment ETJ	2
Parks & Recreation Advisory Board	7
(1 Member from Cofield, 2 Members from Como, 2 Members from Harrellsville, 1 Member from Murfreesboro, 1 Member-at-Large)	

REQUEST APPROVAL OF PROCLAMATION IN SUPPORT OF NATIONAL RADON ACTION MONTH

On a motion by Com. William F. Mitchell, Jr. and second by Vice-Chairman Horton, the Board unanimously approved the Proclamation in Support of National Radon Action Month – January 2020 in Hertford County in support of efforts by the U.S. Surgeon General, the U.S. Environmental Protection Agency, the NC. Department of Health and Human Services' NC Radon Program and the NC Advisory Committee on Cancer Coordination and Control as presented by Clerk Fleetwood and Manager Williams.

AUDIT PRESENTATION FY ENDING JUNE 30, 2019

Mr. Alan W. Thompson, CPA with Thompson, Price, Scott, Adams and Co., P.A. presented the FY Audit report for the FY that ended June 30, 2019.

REQUEST APPROVAL OF PUBLIC HEARING FOR AMENDMENT TO THE HERTFORD COUNTY ZONING ORDINANCE

On a motion by Com. Mitchell and second by Com. Douglas the Board unanimously approved the request for the Public Hearing for Amendment to the Hertford County Zoning Ordinance as requested by Mrs. Sara Turner, GIS & Planning Director, set for Monday, January 6, 2020, at 9:15 a.m.

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

On a motion by Com. Douglas and second by Vice-Chair Horton, the Board authorized and directed the closing of the sales of the following properties: PIN# 5993-91-1289 and PIN# 5993-91-1315 (115 and 117 Staton Ave., Ahoskie, NC) for \$7,000.00; PIN # 5993-91-2045 (Earnest Harrell Lot on Staton Ave.) for \$4,800.00; based on no upset bids and deposits being received prior to 5:00 p.m. on Tuesday, November 26, 2019 and the attempted upset bidder having been notified of the deadline on November 12, 2019, and the Town of Ahoskie in the process of pushing for clean-up and clearing of the property.

REQUEST APPROVAL OF AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2019-2020 AMENDMENT 9

On a motion by Com. Lassiter and second by Com. Mitchell, the Board unanimously approved the Amendment to Hertford County Budget Ordinance Fiscal Year 2019-2020 Amendment 9 to budget commissioner health insurance and salary, lodging and travel for Interim County Manager.

**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
Revenues	100112-448500	Fund Balance Appropriated	\$ 40,730.00	
Total Changes in Revenue			\$40,730.00	\$ -

Net Change in Revenue	\$40,730.00
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Governing Body	104110-518300	Hospitalization	\$ 5,330.00	
Administration	104120-569000	Salaries - Part-time	\$ 32,400.00	
	531101	Travel Allowance	\$ 3,000.00	
Total Changes in Expenditures			\$ 40,730.00	

Net Change in Expenditures	\$40,730.00
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Explanation:

To budget commissioner hosp., and salary, lodging and travel for Interim County Manager

Amendment # 9

Approved: _____

Posted: _____

Interim Finance Director _____ Date _____

APPROVAL OF 2020 HOLIDAY CLOSINGS FOR HERTFORD COUNTY OFFICES

On a motion by Com. Lassiter and second by Com. Mitchell, the Board unanimously approved the 2020 Holiday Closings for Hertford County Offices.



2020 HOLIDAY CLOSINGS FOR HERTFORD COUNTY OFFICES

New Year's Day	Wednesday, Jan 1 st
Martin Luther King, Jr. Day	Monday, Jan 20 th
Good Friday	Friday, April 10 th
Memorial Day	Monday, May 25 th
Independence Day	Friday, July 3 rd
Labor Day	Monday, Sept. 7 th
Veterans Day	Wednesday, Nov. 11 th
Thanksgiving	Thursday, Nov. 26 & Friday Nov. 27 th
Christmas	Wednesday, Dec. 23 rd Thursday, Dec. 24 th Friday, Dec. 25 th

REQUEST FOR APPROVAL OF RESOLUTION SETTING MEETING DAY FOR BOARD OF COUNTY COMMISSIONERS 2020 MEETING CALENDAR

On a motion by Com. Lassiter and second by Com. Douglas, the Board unanimously approved the Resolution Setting Meeting Day for Board of County Commissioners and Approval Request for 2020 Meeting Calendar.



HERTFORD COUNTY BOARD OF COMMISSIONERS A RESOLUTION SETTING MEETING DAY FOR BOARD OF COUNTY COMMISSIONERS

WHEREAS, the governing body of the County will, by resolution, establish a regular meeting date and notify the public of that day; and

WHEREAS, the governing body of the County, except as may be otherwise required of them, may meet at any time for the purpose of attending to County business; and

WHEREAS, the Board of County Commissioners of Hertford County, North Carolina has determined that the Board of Commissioners will meet on the first Monday of every month at 9:00 a.m. and the third Monday of every month at 7:00 p.m. for their regular meeting for the purpose of conducting its official business; and

WHEREAS, it was further determined that any subsequent changes to those scheduled shall be made, posted and distributed in accordance with North Carolina General Statute 153A-40 and G.S. 143-318.12.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF HERTFORD COUNTY THAT:

1. Regular Scheduled Meetings of the Board of County Commissioners will be conducted the first Monday of every month at 9:00 a.m. and the third Monday of every month at 7:00 p.m.

2. Regular Scheduled Meetings of the Board of County Commissioners will be held in the Multi-Purpose Room of the Hertford County Judicial Center unless otherwise noticed.
3. A copy of the meeting schedule hereby adopted shall be posted in a location at the Hertford County Judicial Center, the Hertford County Website and on file with the Clerk to the Board of Commissioners in the County Commissioners' Office.

In the COUNTY OF HERTFORD

Adopted this 3rd Day of December, 2019

HERTFORD COUNTY BOARD OF COMMISSIONERS

By:

Ronald J. Gatling, Chairman

Dr. Renee Fleetwood, Clerk to the Board



HERTFORD COUNTY BOARD OF COMMISSIONERS

MEETING CALENDAR FOR 2020

DAY & DATE	TIME	MEETING
Monday, Jan 6	9:00 AM	Regular Schedule
Tuesday, Jan 21	7:00 PM	Rescheduled Meeting (<i>Due to ML King, Jr. Holiday</i>)
Monday, February 3	9:00 AM	Regular Meeting
Monday, February 17	7:00 PM	Regular Meeting
Monday, March 2	9:00 AM	Regular Meeting
Monday, March 16	7:00 PM	Regular Meeting
Monday, April 6	9:00 AM	Regular Meeting
Monday, April 20	7:00 PM	Regular Meeting
Monday, May 4	9:00 AM	Regular Meeting
Monday, May 18	7:00 PM	Regular Meeting
Monday, June 1	9:00 AM	Regular Meeting
Monday, June 15	7:00 PM	Regular Meeting
Monday, July 6	9:00 AM	Regular Meeting
Monday, July 20	7:00 PM	Regular Meeting
Monday, August 3	9:00 AM	Regular Meeting
Monday, August 17	7:00 PM	Regular Meeting
Tuesday, September 8	9:00 AM	Rescheduled Meeting (<i>Due to Labor Day Holiday</i>)
Monday, September 22	7:00 PM	Regular Meeting
Monday, October 5	9:00 AM	Regular Meeting
Monday, October 19	7:00 PM	Regular Meeting
Monday, November 2	9:00 AM	Regular Meeting
Monday, November 16	7:00 PM	Regular Meeting
Monday, December 7	9:00 AM	Regular Meeting
Monday, December 21	7:00 PM	Regular Meeting

It is the public policy of North Carolina and of Hertford County that the hearings, deliberations, and actions of this Board and its committees be conducted openly. Except as otherwise provided in these rules and in accordance with applicable law, each official meeting of the Hertford County Board of Commissioners shall be open to the public and any person entitled to attend such a meeting.

HCB OCC/drj

HEARING OF BOARD OF EQUALIZATION & REVIEW: RIVERS CORRECTIONAL INSTITUTION APPEAL

On a motion by Com. Mitchell and second by Com. Douglas, the Board voted unanimously to leave Regular Session to convene as the Board of Equalization and Review.

Minutes of the Board of Equalization and Review are attached.

On a motion by Com. Lassiter and second by Com. Mitchell, the Board of Equalization & Review unanimously to leave the Hearing of the Board of Equalization & Review to reconvene Regular Session.

COUNTY MANAGER'S COMMENTS

Manager Williams shared information with the Board regarding the USDA funding that will need to be updated for the purchase of vehicles for the Sheriff's Office.

Chairman Gatling advised Manager Williams that Sheriff Dexter Hayes should present updated information to the Board.

Manager Williams also announced the Employee Recognition and Retirement Luncheon on December 6th from 11:00 a.m. – 1:00 pm. at Beechwood Country Club and the Employee Christmas Party scheduled for December 19th at the Elks Shrine.

COMMISSIONERS' COMMENTS

Chairman Gatling and Com. Douglas thanked everyone for attending the meeting. No comments were provided by Vice-Chairman Horton, Com. Lassiter and Com. Mitchell.

CLOSED SESSION

On a motion by Com. Douglas and a second by Vice-Chair Horton, 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 Com. Mitchell and a second by Com. Lassiter, the Board voted unanimously to return to Regular Session.

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