

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

Monday, December 7, 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

Attorney Charles L. Revelle, III, called the meeting to order at 9:00 AM. Com. Andre` Lassiter provided the Invocation.

**ADMINISTERING OF OATHS OF OFFICE TO REELECTED COUNTY COMMISSIONERS**

Dr. Renee Fleetwood, Clerk to the Board, administered the following Oath to the reelected County Commissioners Ronald J. Gatling, John D. Horton and William F. Mitchell, Jr.



**OATH OF OFFICE**

HERTFORD COUNTY  
WINTON, NORTH CAROLINA

I, Ronald J. Gatling do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as County Commissioner of Hertford County, so help me God.

\_\_\_\_\_  
**SIGNATURE**

HERTFORD COUNTY COMMISSIONER  
**TITLE OR POSITION**

Sworn to and subscribed before me this 7<sup>th</sup> day of December 2020.

SEAL

\_\_\_\_\_  
CLERK TO THE BOARD



**OATH OF OFFICE**

HERTFORD COUNTY  
WINTON, NORTH CAROLINA

I, John D. Horton do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as County Commissioner of Hertford County, so help me God.

\_\_\_\_\_  
**SIGNATURE**

HERTFORD COUNTY COMMISSIONER  
**TITLE OR POSITION**

Sworn to and subscribed before me this 7<sup>th</sup> day of December 2020.

SEAL  
\_\_\_\_\_ CLERK TO THE BOARD



**OATH OF OFFICE**

HERTFORD COUNTY  
WINTON, NORTH CAROLINA

I, William F. Mitchell, Jr. do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as County Commissioner of Hertford County, so help me God.

\_\_\_\_\_  
**SIGNATURE**

HERTFORD COUNTY COMMISSIONER  
**TITLE OR POSITION**

Sworn to and subscribed before me this 7<sup>th</sup> day of December 2020.

SEAL  
\_\_\_\_\_ CLERK TO THE BOARD

## **Designation of Chairman and Vice-Chairman of the Hertford County Board of Commissioners**

Attorney Revelle opened the floor for nominations for Chairman of the Board for 2021. Com. Andre` Lassiter nominated Com. Ronald Gatling which was seconded by Com. Leroy Douglas.

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

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

Com. Ronald Gatling was declared Chairman.

Chairman Gatling opened the floor for nominations for Vice-Chairman for 2021. Com. 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: no vote (Aye)  
Horton: Aye  
Douglas: Aye  
Lassiter: Aye  
Mitchell: Aye

Com. John Horton was declared Vice-Chairman.

## **ADMINISTERING OF OATH OF OFFICE TO HERTFORD COUNTY REGISTER OF DEEDS**

Chief Magistrate Doug Brinkley, Clerk to the Board, administered the following Oath to the reelected Register of Deeds, Mrs. Melanie Storey:



**OATH OF OFFICE**

HERTFORD COUNTY  
WINTON, NORTH CAROLINA

I, Melanie Storey, do solemnly swear (or affirm) that I will faithfully and truly, according to the best of my skill and ability, execute the duties of the office of Register of Deeds for the County of Hertford, in all things according to law; so help me, God.

\_\_\_\_\_  
**SIGNATURE**

HERTFORD COUNTY REGISTER OF DEEDS  
**TITLE OR POSITION**

Sworn to and subscribed before me this 7<sup>th</sup> day of December 2020.

SEAL

\_\_\_\_\_  
CLERK TO THE BOARD

\_\_\_\_\_  
CHIEF MAGISTRATE  
DOUG BRINKLEY

**CONSENT AGENDA**

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

- Approval of November 16, 2020 Minutes
- Approval of Taxpayer Refund to Wells Fargo & Core Logic

**\$1282.81 Wells Fargo- Vendor # 14855 for over payment on account.  
(The account was paid in full by tax payer for 2020 taxes.)**

**\$2129.68 to Core Logic for over payment on mortgage accounts-Vendor # 11016**

- Approval of November 2020 Tax Levy Releases

**RELEASES FOR MONTH ENDING  
November 2020**

		<b>LEVY</b>	<b>VALUE</b>	<b>TAX</b>
<b>AHOSKIE TOWNSHIP</b>	<b>NAME</b>	<b>YEAR</b>	<b>RELEASED</b>	<b>RELEASED</b>
<b>Bill # 1351-2020-2020</b> Single wide MH value was released on 10-29-20 and the \$180.00 for W01 & W02 was left out of that release in error	Beard Robert III	2020		W01-\$90.00 W02-\$90.00
<b>Bill#665-2020-2020</b> Taxpayer notified our office that 13 TL was a 14 TL listed on abstract #3063. Release done by Tax Assessor/A. Branch	Daniels, Henry H. Daniels, Pasty T	2020	500	G01-\$4.20 C01-\$4.05
<b>Bill#000000054-2020-2020</b>	Liverman, Martha	2020		W01-\$90.00

Property is not habitable or is unoccupied with no electrical service during the period of July 1 through June 30 <sup>th</sup> of the taxable year.				W02-\$90.00
<b>MURFREESBORO TOWNSHIP</b>				
<b>Bill#1802-2020-2020</b> Property is not habitable or is unoccupied with no electrical service during the period of July 1 through June 30 <sup>th</sup> of the taxable year.	Eastern Homes NCNLLP	2020		W01-\$1350.00 W02-\$1350.00
<b>Bill# 0000010419-2020-2020</b> Property is not habitable or is unoccupied with no electrical service during the period of July 1 through June 30 <sup>th</sup> of the taxable year.	Parker, Phyliss	2020		W01-\$90.00 W02-\$90.00
<b>WINTON TOWNSHIP</b>				
<b>Bill# 671-2020-2020</b> Taxpayer contacted tax assessor office that the mobile is in the town of Winton. Released by Tax Assessor office, A. Branch	Cannette, James D	2020		W01-\$90.00 W02-\$90.00
<b>Bill#000015838-2020-2020</b> Property is not habitable or is unoccupied with no electrical service during the period of July 1 through June 30 <sup>th</sup> of the taxable year.	Cherry, Hattie E.	2020		W01-\$90.00 W02-\$90.00
<b>Bill#0000019672-2020-2020</b> Property is not habitable or is unoccupied with no electrical service during the period of July 1 through June 30 <sup>th</sup> of the taxable year.	Holley, Maxine J.	2020		W01-\$90.00 W02-\$90.00
<b>MANEY'S NECK TOWNSHIP</b>				
<b>ST. JOHN TOWNSHIP</b>				
<b>HARRELLSVILLE TOWNSHIP</b>				
<b>Bill# 3293-2020-2020</b> Release for value of 31,756 was done 10/27/20 system calculated for G01 & late list Penalty together didn't release correct amount.	Penske Truck Leasing Co	2020	2885	G01- \$24.25 Pen-\$2.43
<b>Bill# 8152-2020-2020</b> Property is not habitable or is unoccupied with no electrical service during the period of July 1 through June 30 <sup>th</sup> of the taxable year.	Harrell, Laura Jean	2020		W01- \$90.00 W02- \$90.00

TOTAL VALUE APPROVED THIS REPORT (2020 LEVY)	<u>\$ 3385.00</u>
TOTAL TAX RELEASED THIS REPORT (2020 LEVY)	<u>\$ 34.93</u>
TOTAL VALUE APPROVED THIS REPORT (PRIOR LEVY)	<u>\$ 0</u>
TOTAL TAX RELEASED THIS REPORT (PRIOR LEVY)	<u>\$ 0</u>
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE SITE 2020)	<u>\$1980.00</u>
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATON 2020)	<u>\$ 1980.00</u>
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE SITE 2019)	<u>\$ 0</u>
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2019)	<u>\$ 0</u>

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

## **INTRODUCTION OF NOVEMBER 2020 NEW HERTFORD COUNTY EMPLOYEES**

Ms. Kimberly Turner, Director of Human Resources/Risk Management, presented the following employees:

### **Hertford County Personnel Report**

**November 2020**

<b><u>Employees Hired</u></b>	<b><u>PT/FT</u></b>	<b><u>Department</u></b>	<b><u>County of Residence</u></b>
Tiesha Perry	FT	Detention Center	HC
Montavis Brown	FT	Public Works Water	BC
Edith Revelle	PT	Aging	HC
Ashley Morings	PT	EM	BC
Linda Stephenson	FT	E-911	HC
Joyce Barnes	FT	DSS	HC
Crystal Etheridge	FT	E-911	BC
Ariana Vinson	FT	E-911	HC
Tracy Ridley	FT	DSS	HC
Kimberly Smith	PT	EMS	HC
Rachel Hoggard	PT	EMS	HC
Sydney Holloman	PT	EMS	NHC

Chairman Gatling and the Commissioners welcomed the new employees and wished them a Happy Holiday.

## **HERTFORD COUNTY SMALL BUSINESS COVID-19 RELIEF GRANT PROGRAM UPDATE**

County Manager Cotton informed the Board that out of the 69 applications received, only 65 were received from Hertford County and no one met all the criteria outlined in the Small Business COVID-19 Relief Grant Program; 19 applications submitted most of the required information but the evidence of profitability showed the business operated at a loss prior to the start of the COVID-19 Pandemic; 16 owe back County taxes and of the 16, 14 owe multiple years dating back to 2010. Manager Cotton proceeded to recommend to the Board that those businesses be disqualified and requested guidance from the Board as to how to move forward with the application process and the December 31<sup>st</sup> deadline for the distribution of grant funding.

After further discussion, Chairman Gatling stated that the Board already approved the criteria and applicants must follow the criteria and process that guides them through applying for the COVID-19 Relief Grant funding.

County Manager Cotton advised the Board that he and the Finance Department would contact the businesses who did not submit the correct information.

**REQUEST DESIGNATION OF VOTING DELEGATE & ALTERNATE VOTING DELEGATE TO THE 2021 NCACC LEGISLATIVE GOALS CONFERENCE**

On a motion by Com. Mitchell and a second by Vice-Chair Horton, the Board unanimously approved the designation of Vice-Chair Horton as the Voting Delegate and Com. Lassiter as the Alternate Voting Delegate for the 2021 NCACC Legislative Goals Conference.

**REQUEST APPROVAL OF SEALED BID AWARD: FRB CUSTOMS HOMES, LOT 19 PIN# 5081-19-9738 AND LOT 20 PIN# 5081-29-1741**

On a motion by Com. Douglas and a second by Com. Lassiter, the Board unanimously approved the sealed bid award submitted by Jeffery Sampsell for \$25,100 for the FRB Customs Homes, Lot 19 PIN # 5081-19-9738 AND LOT 20 PIN# 5081-29-1741 and rejected the sealed offer bid of Brian Banks in the amount of \$22,000.00.

**REQUEST APPROVAL OF 2021 HOLIDAY CLOSINGS FOR HERTFORD COUNTY OFFICES**

On a motion by Com. Lassiter and a second by Com. Mitchell, the Board unanimously approved the 2021 Holiday Closings for Hertford County Offices as follows:



**HERTFORD COUNTY OFFICES**

**2021 HOLIDAY CLOSINGS**

New Year's Day	Friday, Jan 1 <sup>st</sup>
Martin Luther King, Jr. Day	Monday, Jan 18 <sup>th</sup>
Good Friday	Friday, April 2 <sup>nd</sup>
Memorial Day	Monday, May 31 <sup>st</sup>
Independence Day	Friday, July 2 <sup>nd</sup>
Labor Day	Monday, Sept. 6 <sup>th</sup>
Veterans Day	Wednesday, Nov. 11 <sup>th</sup>
Thanksgiving	Thursday, Nov. 25 <sup>th</sup> & Friday Nov. 26 <sup>th</sup>
Christmas	Thursday, Dec. 23 <sup>rd</sup> Friday, Dec. 24 <sup>th</sup> Monday, Dec. 27 <sup>th</sup>

**REQUEST APPROVAL OF RESOLUTION SETTING MEETING DAY FOR BOARD OF COUNTY COMMISSIONER'S 2021 MEETING CALENDAR**

On a motion by Com. Andre` Lassiter and a second by Com. William F. Mitchell, Jr., the Board unanimously approved the Resolution Setting Meeting Day for Board of County Commissioner's 2021 Meeting Calendar as follows:



**COUNTY OF HERTFORD**

**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 AM and the third Monday of every month at 7:00 PM 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 NCGS § 153A-40 and NCGS § 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 AM and the third Monday of every month at 7:00 PM.
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.

Adopted this 7<sup>th</sup> day of December, 2020

HERTFORD COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Ronald J. Gatling, Chairman

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





## HERTFORD COUNTY BOARD OF COMMISSIONERS

### 2021 MEETING CALENDAR

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

### **REQUEST FOR CANCELLATION OF THE DECEMBER 21, 2020 REGULAR BOARD MEETING**

On a motion by Com. Mitchell and a second by Com. Horton the Board unanimously approved to cancel the December 21, 2020 Regular meeting.

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

Manager Cotton commented Happy Holidays and safe travels to Chairman Gatling the Commissioners and everyone in attendance.

## **COMMISSIONERS' COMMENTS**

Commissioners Douglas, Lassiter and Mitchell commented Happy Holiday and encouraged everyone present to stay COVID-19 safe.

Vice-Chair Horton commented thanking everyone 1) for their confidence in him as a County Commissioner, for prayers, and shared his appreciation to the commissioners for having confidence in him serving as Vice Chair, and wished everyone a Merry Christmas.

Chairman Gatling commented that the Board is glad to have Vice-Chair Horton back on his assignment, the Board's vision for 2020 was placed on hold as a result of COVID-19, encouraged Manager Cotton to go full steam ahead with securing an Economic Development Director, Tourism Development Authority, Hertford County Museum launch and making contacts with potential donors etc. , PARTF Grant, rocks spread at the property across from the Old Courthouse, and wished everyone present a Happy Holiday and a blessed New Year.

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

On a motion by Com. Lassiter and a second by Com. Douglas the Board unanimously approved to release the name, address, and phone number of clients of the Office of Aging to the members of the Hertford County Board of Commissioners to fulfill their roles in monitoring the Aging Program.

After further discussion, on a motion by Com. Lassiter and a second by Vice-Chair Horton, the Board unanimously approved to strike the motion approving to release the name, address, and phone number of clients of the Office of Aging to the members of the Hertford County Board of Commissioners to fulfill their roles in monitoring the Aging Program.

## **ADJOURN MEETING**

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

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Approved: January 4, 2021

Com. Ronald J. Gatling, Chairman

Dr. Renee Fleetwood, Clerk to the Board