

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

Minutes October 2, 2023 – 9:00 AM

Present: Com. Andre` M. Lassiter, Sr., Chairman, Com. William F. Mitchell, Jr., Vice-Chair Com. Ronald J. Gatling and Com. John D. Horton

Absent: Com. Leroy Douglas

Also Present with the Board: Mr. Kevin Patterson, Interim County Manager, Dr. Renee Tyler, Clerk to the Board, Attorney Charles L Revelle, III, County Attorney
Attorney Maria Jones, Revelle & Lee

The following employees attended the meeting: Latesha Freeman, Finance Director, Leslie Edwards, IT Director Monique Mitchell, Tax Collector Tammy Eason, Tax Assessor Keisha Ashe, HR/Risk Management Director Kimberly Turner, Social Services Director Brown, Economic Director Kelly Bowers, Office of Aging Director Deda Evans, E911 Director Felicia Gaskins and Demarcus Thompson, Sheriff Dexter Hayes, Deputy Director Emergency Management Patrick Dilday, Building Inspector Robert Mizelle, and Public Information Officer KaWania Parker.

Chairman Andre` M. Lassiter, Sr. called the meeting to order Pastor Ray Faircloth, Jr. Assistant Pastor, Mercy Church, Ahoskie, NC provided the Invocation.

REQUEST APPROVAL OF SEPTEMBER 18, 2023 MINUTES

On a motion by Vice-Chair William F. Mitchell, Jr. and a second by Com. John D. Horton, the Board approved the September 18, 2023 minutes.

OCTOBER 2023 NEW HIRE REPORT, SEPTEMBER 2023 VACANCY REPORT, VACANCY FLYERS/QR CODE, AND EMPLOYEE STATISTICS

Ms. Kimberly Turner presented the October 2023 New Hire report as follows:

Hertford County Personnel Report
October 2023

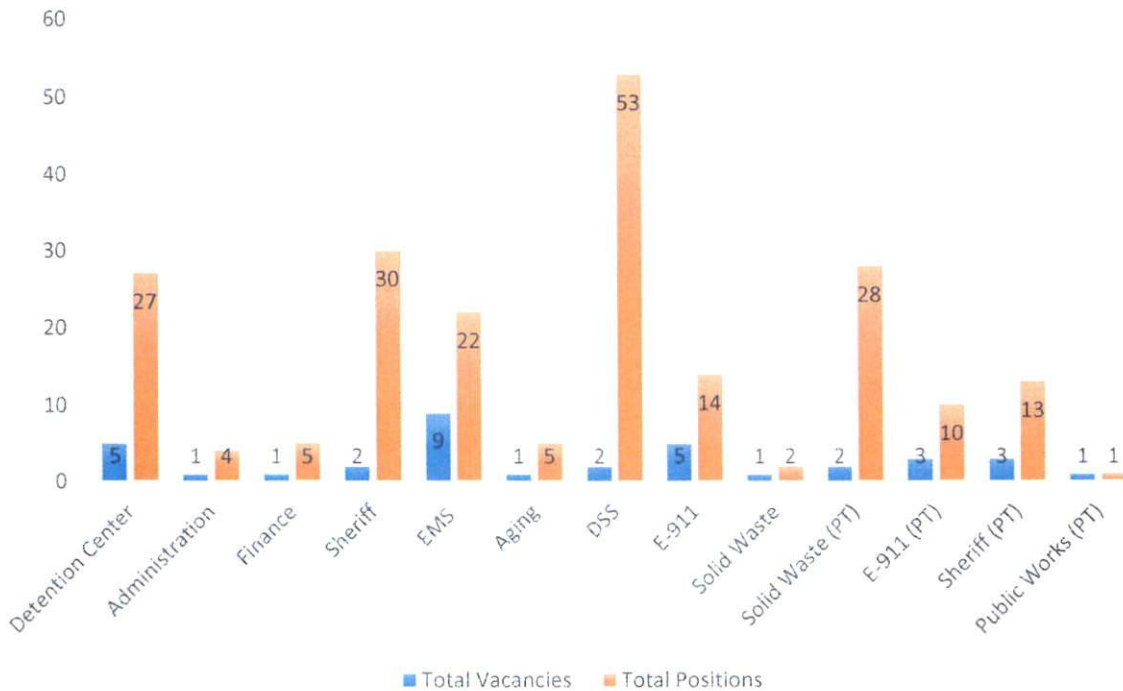
<u>Employees Hired</u>	<u>PT/FT</u>	<u>Department</u>
Jennifer Feltner	PT	E911
Carlos Mitchell	PT	Detention Center
Tiyona Bishop	FT	E911
Devonya Sawyer	PT	Detention Center
Shaiyonna Williams	PT	Detention Center
Linda Stephenson	FT	E911
Trevonz Watford	FT	Detention Center
Laticia Soloman	FT	Detention Center
Nakeya White	FT	Detention Center
Roger Owens	PT	EMS

Ms. Turner followed up with the Hertford County Vacancy Reports (inserted below), vacancy flyers/QR Code, and employee statistics reporting 283 total active employees.

HERTFORD COUNTY VACANCIES REPORT
September 2023

Department	Position	Status	Total Vacancies	Total Positions
Detention Center	Detention Officer	FT	5	27
Administration	Assistant Co. Mgr.	FT	1	4
Finance	Staff Accountant	FT	1	5
Sheriff	Deputy	FT	2	30
EMS	EMT	FT	9	22
Aging	Transp & Vol Coord.	FT	1	5
DSS	SW III/IMC	FT	2	53
E-911	Dispatcher/CTO	FT	5	14
Solid Waste	Solid Waste Mgr	FT	1	2
Solid Waste (PT)	Recycling Attend.	PT	2	28
E-911 (PT)	Dispatcher	PT	3	10
Sheriff (PT)	Bailiff/Animal Cont.	PT	3	13
Public Works (PT)	Water Maint Worker	PT	1	1

September 2023 Vacancies



Chairman Lassiter and the Commissioners welcomed the new employees to the County and wished them a blessed and prosperous career at HC.

REQUEST CONSIDERATION FOR APPROVAL OF CORRECTIONS TO THE HCCBG FUNDING PLAN, DAAS-731, DAAS-723, REQUEST FOR APPROVAL OF FY23 FINAL DAAS-731; REQUEST APPROVAL OF 2023-2024 CONTRACT FOR SERVICES DAAS-735

On a motion by Com. Gatling and a second by Vice-Chair Mitchell, the Board approved the Corrections To The HCCBG Funding Plan, DAAS-731 and DAAS - 732 as presented by Ms. Deidre Evans, Aging Director.

On a motion by Com. Horton and a second by Com. Gatling, the Board approved the Final FY23 DAAS-731 as presented by Ms. Evans.

On a motion by Vice-Chair Mitchell and second by Com. Gatling, 2023 0224 DAAS 735 Contract for Services – Bill/Gatling

REQUEST APPROVAL OF AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FY 23-24 BUDGET AMENDMENT # 5

On a motion by Vice-Chair Mitchell and a second by Com. Horton, the Board approved the Hertford County Budget Ordinance FY 23-24 Budget Amendment #5 in the amount of (\$12,771.00) not a reduction in funding but an error in the funding plan calculation as presented by Mrs. Leslie Edwards as follows:

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2023-2024

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, 2024:

10232

REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
HCCBG	100061-416901	Home & Community Care Block Grant		\$ 12,771
		Total Changes in Revenue	\$ -	\$ 12,771

Net Change in Revenue	(\$12,771)
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
HCCBG	104390-569005	Congregate Nutrition		\$ 12,771
		Total Changes in Expenditures	\$ -	\$ 12,771

Net Change in Expenditures	(\$12,771)
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Explanation:

HCCBG- Home and Community Care Block Grant corrections to funding plan, not a reduction in funding but an error in the funding plan calculation.

Restie A. Edwards 9/25/23
Finance Director Date

Amendment # 5
Approved: _____
Posted: _____

FYBE (SUBSIDIARY OF ROANOKE COOPERATIVE) PRESENTATION: HERTFORD COUNTY CAB GRANT ALLOCATION

Ms. Sarah Tinkham Community and Government Relations , FYBE (Subsidiary of Roanoke Connect) presented the FYBE (Subsidiary of Roanoke Cooperative) Hertford County CAB Grant Allocation of \$176,434.80 of which \$150,000 is the Hertford County Match.

REQUEST CONSIDERATION OF APPROVAL FOR BUYOUT PROPOSAL FOR THE PROPERTY AT 116 W RIVER DRIVE WINTON NC; PIN # 6926-14-9767

Director Robert Mizelle presented the Request for Consideration for the Buyout Proposal for the Property at 116 W River Drive Winton NC; Pin # 6926-14-9767 and introduced Mrs. Maggie Battaglinm, Director for NC Dept. of Public Safety Office Recovery and Resiliency.

After a discussion between Director Mizelle, Mrs. Battaglinm, the Board and Interim Manager Patterson, on a motion by Com. Gatling and a second by Vice-Chair Mitchell, the Board approved the Buyout Proposal for the Property at 116 W River Drive Winton NC: Pin # 6926-14-9767 as a no expense transaction to the County and the property would be turned over to the County after the grant funding ended as presented by Director Mizelle.

REQUEST APPROVAL OF RECOMMENDATION FOR PARKS & RECREATION ADVISORY COMMISSION

On a motion by Com. Gatling and a second by Vice-Chair Mitchell, the Board approved to table the recommendations for consideration of appointments to the Parks & Recreation Advisory Commission until the October 16, 2023 Regular Meeting.

INTERIM COUNTY MANAGER'S REPORT:

Interim County Manager Kevin Patterson shared the following:

1. the State Budget Direct Grants passed and the County has \$985,210.00, Communications center \$79,399.00, EMS \$110,963.00, Sheriff's Office \$244,848.00, and Union Rural Fire Dept. \$550,000.00.
2. Evaluations for department heads will be emailed to the Board as well as all employees, each department director will evaluate one another along with his/her direct reports.

Department Directors reported as follows:

Mrs. Monique Mitchell, IT Director, shared the following: Telephone Upgrade, training information, administrative offices of the Courts and Hertford County WAVE Project, Live streaming the Board of Commissioner's monthly meetings, Presidio Service Request totaling \$19,100.00.

After a brief discussion with Chairman Lassiter strongly suggesting that every department telephone lines have a greeting so that callers can identify who they are leaving

messages for, Mrs. Mitchell was informed to obtain another quote for the IT cabling service request.

Ms. Kisha Ashe, Tax Assessor shared the following Four-Months At-A-Glance: internal audits have been conducted (New Construction, Present Use Value, Elderly/Disabled Exclusion, Landfill/Recycle Fees, Sewer/Water and taxable dollars recovered \$1,351,303.00, total billed and collected value recovered \$15,632.23, landfill and recycle fees \$21,580.00, approximate billed \$21,580.00, sewer and water fees \$17,500.00, billable amount \$147.00 and Re-Evaluation year is 2027.

The Board suggested that Ms. Ashe's department make sure that the County notify all citizens that reevaluation is coming.

Ms. Tammy Eason, Tax Collector, shared the following: the tax collector's office is staffed with four full time employees, the department is working on collecting delinquent taxes and current year taxes, sending out debit setoff and garnishment letters, making telephone calls to delinquent taxpayers, preparing to post mail payments and receiving payments from mortgage companies and lobby customers, setting up payment plans and reported that for the 2023 taxes, the office has collected \$3,171,631.34 to date.

Chairman Lassiter and the Commissioners thanked the department heads for their presentations and professionalism, commitment to their job assignments, the wealth of information they provided the Board and citizens, and concluded by sharing they are proud of the job they do to assist citizens

After a brief discussion, Com. Horton requested that Interim Manager Patterson provide a report on Peachtree water system at the upcoming Regular Board Meeting on Monday, October 16, 2023.

BOARD CHAIR'S/CLERK'S REPORT

Clerk Tyler reported the upcoming events and shared the County Mission statement.

Chairman Lassiter shared the upcoming Employee appreciation lunch on October 13, 2023 11:30 – 1:00 PM at RCCC Multipurpose Room.

CLOSED SESSION:

On a motion by Com. Gatling and a second by Com. Horton, 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 Vice-Chair Mitchell and a second by Com. Gatling, the Board approved to return to the Regular meeting.

ADJOURN MEETING

On a motion by Vice-Chair Mitchell and a second by Com. Gatling, the Board approved to adjourn the meeting.

Approved: October 16, 2023
The Honorable Andre` M. Lassiter, Sr., Chairman

Dr. Renee Tyler, Clerk to Board