

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

Monday, March 6, 2023 - 9:00 AM

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

Also Present with the Board: Mr. David B. Cotton, 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: EMS Director James Broglin, DSS Director Brenda Brown, Tax Collector Tammy Eason, Register of Deeds Director Melanie Storey, HR Director Kimberly Turner, Finance Director Leslie Edwards, Economic Development Director Kelly Bowers, Public Information Officer KaWania Parker, Office of Aging Director Diedre Evans, Mrs. Felicia Gaston, E-911 Director Demarcus Thompson, Nicole Fennell, Linda Morris, and Sheriff Dexter Hayes.

Chairman Andre` M. Lassiter, Sr. called the meeting to order and Pastor John Porter of Meherrin Baptist Church, Murfreesboro provided the Invocation.

REQUEST APPROVAL OF FEBRUARY 2023 TAXPAYER'S RELEASES

On a motion by Com. Ronald Gatling and second by Vice-Chair William F. Mitchell, Jr., the Board approved the February 2023 Taxpayer's Releases as follows:

RELEASES FOR MONTH ENDING

February 2023

		LEVY	VALUE	TAX
AHOSKIE TOWNSHIP	NAME	YEAR	RELEASED	RELEASED
Bill#0000012890-2022-2022 Dog came over on listing from last year.	Britt, Henry F. Jr	2022		D01-\$5.00
MURFREESBORO TOWNSHIP				
Bill#0000036677-2022-2022 Boat is listed in Johnston County	Flowers, David.S.	2022	135,917	G01-\$1141.70 HCLLP-\$114.17 C04-\$897.05 C04LLP-\$89.71
Bill#0000009243-2022-2022 House burned down in June of 2021	Beale, Ernest E. Jr	2022	15,521	G01-\$130.38 C04-\$102.44
Bill#0000036984-2022-2022 Boat trailer was listed twice, also on abstract #617	Artis, Leon	2022	774	G01-\$6.50 HCLLP-\$.65

Bill#0000035909-2022-2022 Mobile home was listed twice also on abstract#35829	Davis, Annie	2022	1,000	G01-\$8.40 HCLLP-.84 W01-\$95.00 W02-\$95.00
Bill#00036680-2022-2022 Boat was listed twice also on abstract#36612	Futrell, Brent	2022	10,715	G01-\$90.01 HCLLP-\$9.00
WINTON TOWNSHIP				
Bill#000001316-2022-2022 Vehicle was listed, but is also running a current license plate	Greene, Justine	2022	800	H01-\$6.72 HCLLP-\$6.67
Bill#0000036286-2022-2022 Chev Van was listed twice, also on abstract#36378	Burgess, Kenneth E.	2022	800	G01-\$6.72
MANEY'S NECK TOWNSHIP				
Bill#0000036555-2022-2022 Boat was listed twice, also listed on abstract#36685	Howell, Philip	2022	5,179	G01-\$43.50 HCLLP-\$4.35
ST. JOHN TOWNSHIP				
Bill#0000035875-2022-2022 Due to software error, leasehold was billed twice also on abstract #8123	Baldwin, Jeffery E.	2022	18,041	G01-\$151.54
HARRELLSVILLE TOWNSHIP				

TOTAL VALUE APPROVED THIS REPORT (2022LEVY)	<u>\$188,747.00</u>
TOTAL TAX RELEASED THIS REPORT (2022LEVY)	<u>\$2809.35</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 2022)	<u>\$95.00</u>
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATON 2022)	<u>\$95.00</u>
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE SITE 2021)	<u>\$0</u>
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2021)	<u>\$0</u>

Respectfully submitted,

Tammy H. Eason
Tammy H. Eason, Tax Collector

RECOGNITION OF HERTFORD COUNTY MIDDLE SCHOOL 8TH GRADE SOCIAL STUDIES CLASS, PRINCIPAL AND FACULTY

Chairman Lassiter recognized Hertford County Middle School Principal, Mrs. Terrell Fennell-DeLoatch, 8th Grade Social Studies Teachers, Helen Lassiter and Dawnisha Faison, and 40 8th Grade students.

On a motion by Com. Gatling and a second by Com. Leroy Douglas, the Board approved to leave Regular Session of the Hertford County Board of Commissioners and convene as the Board of the Southern Rural Water District.

CONVENING AS THE BOARD OF THE SOUTHERN RURAL WATER DISTRICT: REQUEST CONSIDERATION OF APPROVAL OF AUTOMATIC METER READING PROJECT AND BIDDING PROCESS

Mr. Stanley Lassiter, Public Works Director, presented the proposals for an Automatic Meter Reading (AMR) Project requesting approval to move forward with the bid process.

After a brief discussion with the Board and County Manager David B. Cotton, on a motion by Com. John D. Horton and a second by Com. Gatling, the Board approved the Automatic Meter Reading Project and Bidding Process as presented.

On a motion by Vice-Chairman William F. Mitchell and a second by Com. Gatling, the Board approved to adjourn as the Board of the Southern Rural Water District and return to the Regular Session of the Hertford County Board of Commissioners.

**REQUEST APPROVAL OF AMENDMENT TO HERTFORD COUNTY BUDGET
ORDINANCE FISCAL YEAR 2022-2023 AMENDMENT #S BA-16 AND RR6**

On a motion by Com. Douglas and a second by Vice-Chairman Mitchell, the Board approved Amendment #BA-16 to the Hertford County Budget Ordinance FY 2022-2023 in the amount of \$118,460.00 as presented by Mrs. Leslie Edwards as follows:

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2022-2023

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, 2023:

EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
DSS	100063-419104	LIHWAP WATER ARPA	\$ 47,734	
Aging	100061-417706	ARPA Congregate	\$ 22,680	
Aging	100061-417707	ARPA HDM	\$ 37,860	
Aging	100061-417708	ARPA Senior Center Ops	\$ 10,186	
Total Changes in Revenue			\$ 118,460	\$ -

Net Change in Revenue	\$118,460
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
DSS	104440-569112	LIHWAP WATER ARPA	\$ 47,734	
Aging	104390-569302	ARPA Congregate	\$ 22,680	
Aging	104390-569303	ARPA HDM	\$ 37,860	
Aging	104390-569304	ARPA Senior Center Ops	\$ 10,186	
Total Changes in Expenditures			\$ 118,460	\$ -

Net Change in Expenditures	\$118,460
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Explanation:

DSS received an additional allocation for LIHWAP funds in the amount of \$47,734

Aging - Received ARPA funding for Home Delivered Meals, Congregate, and Senior Center Operations in the amount of \$70,726.00.

Leslie A. Edwards 2.27.23
 Finance Director Date

Amendment # 16
 Approved: _____
 Posted: _____

On a motion by Com. Gatling and a second by Com. Horton, the Board approved Amendment RR-6 to the Hertford County Budget Ordinance FY 2022-2023 in the amount of \$7,692.00 as follows:

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 22-23

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, 2023:

REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
ARPA - Revenue Replacement(RR)	100112-448500	Fund Balance Appropriation	\$ 7,692	
Total Changes in Revenue			\$ 7,692	\$ -

Net Change in Revenue		\$ 7,692
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Internet Technology	104370-551002	Capital Outlay - Equipment	\$ 7,692	

Net Change in Expenditures		\$ 7,692
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Explanation:

IT - The AOC (Administrative Office of the Courts) is renovating audio visual equipment in courtrooms which will be mandated across the state. The county is responsible for the networking portion of the upgrades.

Amendment # RR-6
 Approved: _____
 Posted: _____

Russie A. Edwards 2.27.23
 Finance Director Date

HERTFORD COUNTY SENIOR CLUBS PRESENTATION

Ms. Orlando Reed thanked the commissioners for their generous contribution and presented a card that was read by Clerk Renee Tyler.

OFFICE OF AGING PRESENTATION OF AWARD OF PHASE 40 FEDERAL FUNDS FOR THE HERTFORD COUNTY EMERGENCY FOOD AND SHELTER PROGRAM

Ms. Diedre Evans presented the award of Phase 40 Federal Funds for the Hertford County Emergency Food and Shelter Program in the amount of \$9,581.00. She shared that a local board made up of Hertford County residents, church pastors and representatives from the Salvation Army, the Hertford County Office of Aging, Hertford County Department of Social services, Ahoskie Food Pantry, Ahoskie Christian Center, Beth Emet Messianic Synagogue, Chowanoke Nation Indian Tribe, E-911/Communications, Meherrin Indian tribe, St. Charles Borromeo Catholic Church will determine how the funds awarded to Hertford County are to be distributed among the emergency Food and Shelter Programs run by local service agencies in the area.

After a brief discussion with the Board regarding funding and the program, the Board thanked Ms. Evans for the update.

JONES STREET CONSULTING LOBBYING AGREEMENT

Manager Cotton recommended the Jones Street Consulting Lobbying Agreement to the Board sharing the following: Hertford County engaged Mr. Bob Steinburg with WolfeStein Consulting for lobbying services. Mr. Steinburg's firm has formed a partnership with Jones Street Consulting, LLC based in Raleigh. Mr. Steinburg is recommending that Hertford County engage directly in an agreement with Jones Street Consulting, LLC for the same terms as the WolfeStein Consulting Agreement. The terms are as follows: \$1,500 per month with an initial term ending December 31st, 2024. Based on the proposed start date of March, 6th 2023, the total agreement term is approximately 22 months for an estimated cost of \$33,000.

After a discussion between Manager Cotton and the Board, on a motion by Com. Gatling and a second by Com. Douglas, the Board approved the Jones Street Consulting, LLC agreement with Manager Cotton having a conversation with Mr. Steinburg regarding the Board's expectations.

MONTHLY NEW HIRE REPORT & REPORT OF COUNTY VACANCIES

Ms. Kimberly Turner, HR Director, presented the Monthly New Hire Report and County Vacancies as follows:

Hertford County Personnel Report

March 2023

<u>Employees Hired</u>	<u>PT/FT</u>	<u>Department</u>
Darryl Watford	PT	Public Works

Donna Wheeler	FT	Sheriff
Shanequa Jenkins	FT	DSS
Johnita Mitchell	FT	Sheriff
Clyphina Hill	PT	Detention Center
Cheyenne Schmack	FT	EMS

The Board welcomed the new employees to Hertford County Local Government.

**HERTFORD COUNTY VACANCIES REPORT
February 2023**

Department	Position	Date Vacancy Occurred	PT/FT	Total Vacancies
EMS	EMT-B	2/3/2023	FT	7
E-911	Dispatcher	2/22/2023	PT	5
E-911	Dispatcher	2/23/2023	PT	6

RECOGNITION OF PUBLIC SAFETY

Mr. James Broglin, Hertford County Department of Emergency Medical Services Director, recognized E-911, Hertford County Sheriff's Department and the Hertford County EMS for the E-911 Center call February 14, 2023 at 6:30 AM. E-911 dispatchers provided medical direction to the caller on how to perform CPR, HCEMS and HC Sheriff's Office were dispatched to the residence in the Como area and restored the patient's heartbeat and breathing. The following employees were recognized: E-911 Dispatchers, N. Fennell and L. Morris, EMS Crew, David Tadlock, Jacob Powell, Katherine Williams and Keasia Combo, Sheriff's Officers, Carleigh Wildeboer, Kendall Swain and Brian McNair assisting with medical equipment.

Chairman Lassiter and the Board thanked the EMS, E-911, and the Hertford County Sheriff's Department for a job well done and a standing ovation from everyone in attendance.

COUNTY MANAGER'S REPORT

Manager Cotton's report included the following Department Reporting:

Mrs. Felicia Gaston shared a E911 Report from October, November, & December 2022, explained the analysis of E911 call volumes pre and post COVID, salary range comparison job description of the dispatchers.

Mr. Stanley Lassiter shared the Hertford County Rural Water Overview reporting taps, repairs and replacements, water sample collections for SOC and VOC Analysis from Well #s 1, 2, 3, and 4; installation of water hydrants at site 6 (landfill), replace/installing

County road signs, upgrades to radio at tank 5 in Tunis; new installs, automatic radio reads, potential water projects-Grants

Mr. Robert Mizelle reported a total of 317 permits and 418 inspections for the last six months, three commercial projects started an office for Lexicon Construction, a lab facility for Nucor and a Chapel for Chowan College, eight new conventional frame residential homes several mobile home permits issued during these months.

Ms. Ashley Ward, Solid Waste shared the projects of the Solid Waste Department as follows: retaining wall has been fixed, added two side walls to meet state compliance, trash pickup options, added rocks to the yard waste site (yard waste close to the limit), obtaining quotes for concrete at convenience sites, and FY 2022 & 2023 expenses.

Chairman Lassiter acknowledged and welcomed Representative Bill Ward and Mrs. Ward to the meeting.

BOARD CHAIR'S/CLERK'S REPORT

Clerk Tyler provided calendar updates for March and April, announced the continuation of meetings with Chairman Lassiter and County Department Directors, registration openings and workshop offerings for NCACC (Premier County Advocacy Days – May 23-24, 2023, Statewide Summit on Reducing Overdose – June 7-8, 2023 Durham County and 2023 116th Annual Conference August 24-26, 2023, Wake County), and NACo (2023 Annual Conference – July 21-24, 2023 Travis County/Austin, Texas).

COMMISSIONERS' COMMENTS

The Commissioners commented as follows:

Com. Douglas thanked everyone for coming.

Com. Horton thanked everyone for attending the meeting and addressed the 8th Grade Students from Hertford County Middle School stating that the Board does more than make motions they serve in the County, encouraged them to work hard and life will reward you.

Com. Gatling commented saying God bless everyone and that it was good to see a full room.

Chairman Lassiter and Vice-Chair Mitchell both echoed sentiments thanking the County Department Directors for their attendance, the E911 & EMS employees and the Sheriff's Department involved with the emergency care and saving the life of a citizen, thanked the Hertford County Middle School students, principal and teachers complimenting that the students were well disciplined.

Representative Bill Ward commented thanking the Board for inviting him to be in attendance, stated he and Mrs. Ward are overjoyed seeing the students in attendance learning what is going on in local government, and complemented the teachers.

CLOSED SESSION

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

Recess Meeting

On a motion by Com. Gatling and second by Com. Horton the Board unanimously approved to recess the Regular Meeting to move to the Called Budget Work Session in the Government Center Conference Room for the purpose of discussing the FY 2023-2024 Budget.

APPROVED: March 20, 2023

The Honorable Andre` M. Lassiter, Chairman

Dr. Renee Tyler, Clerk