

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

Monday, February 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, and Sheriff Dexter Hayes.

Chairman Andre` M. Lassiter, Sr. called the meeting to order and Pastor Donnie Graham, Pastor – Ahoskie Soul Saving Station Evangelistic Center, Ahoskie provided the

On a motion by Com. Ronald J. Gatling and second by Vice-Chairman William F. Mitchell, Jr., the Board modified the Agenda to add to Memo # 10055 a Presentation by the Go Go Senior Club and to table Memo # 10056 Convening as the Board of the Southern Rural Water District: Request Consideration of Approval of Automatic Meter Reading Project and Bidding Process.

CONSENT AGENDA

On a motion by Com. Gatling and second by Com. John D. Horton, the Board approved the Consent Agenda as follows:

* Approval of January 17, 2023 Minutes

* Approval of Taxpayer Refunds: Alfred Grimley and Clark West

1. \$207.54- Alfred Grimley Vendor #16343 Refund for overpayment on account already paid via website payment.
2. \$284.35- Clark West #14342 Refund for overpayment on boat listed twice on abstract#470.

* Request Approval of January 2023 Taxpayer's Releases

RELEASES FOR MONTH ENDING

January 2023

		LEVY	VALUE	TAX
AHOSKIE TOWNSHIP	NAME	YEAR	RELEASED	RELEASED
Bill#0000037452-2022-2022 Trailer was listed twice, also on abstract #37579	Richmond, Don C.	2022	696	G01-\$5.85 HCLLP-\$5.58 C01-\$5.64 ALLP-\$5.56
Bill#000000623-2022-2022 Dog was listed twice, also on abstract #12362	Baker, James E. Jr	2022		D01-5.00
MURFREESBORO TOWNSHIP				
Bill#0000036389-2022-2022 When the taxpayer listed the business equipment, he listed it using his home address instead of the actual physical business address.	Bunch, Michael W. II DBA Mid East farming co	2022	72,000	C04-\$475.20
Bill#0000036687-2022-2022 Boat was listed twice, also listed on abstract #36554	Jenkins, Anthony	2022	20,915	G01-\$175.69 HCLLP-\$17.57 C04-\$138.04 C04LLP-\$13.80
Bill#0000036679-2022-2022 Boat was listed twice, also listed on abstract #36536	Futrell, John I	2022	1,115	G01-\$9.37 HCLLP-\$9.94
Bill#000000382-2022-2022 Trailer was listed twice, also listed on abstract #37433	Tann, Ricky	2022	500	G01-\$4.20 D01-\$5.00

**INTRODUCTION OF FEBRUARY 2023 NEW HERTFORD COUNTY EMPLOYEES,
REPORT OF COUNTY VACANCIES AND RECRUITMENT PACKET
PRESENTATION**

Ms. Kimberly Turner, Director of Human Resources/Rick Management, presented the February 2023 New Hertford County Employees, the Report of County Vacancies and the Recruitment Packet as follows:

Hertford County Personnel Report		
February 2023		
<u>Employees Hired</u>	<u>PT/FT</u>	<u>Department</u>
Phyllis White	PT	Housekeeping
Zakiara Futrell	FT	DSS
JaBria Lassiter	FT	DSS
Joseph Powell, Jr.	PT	Detention Center
Tierra Thompson	PT	Detention Center
James Watford	PT	Detention Center
Tameka Johnson	FT	EMS
Brandon Melton	PT	E-911
Dawn Abbott	PT	E-911
Mary Askew	FT	Detention Center
T'Keyah Parker	FT	Detention Center
Junious Bell	FT	E-911
Cuttriss Harrell	FT	E-911
Sylvonna Batts	FT	Tax Collector

Chairman Lassiter and the Commissioners welcomed the new employees to the Hertford County Local Government Family.

Ms. Turner presented the vacancies report for January 2023 as follows:

**HERTFORD COUNTY VACANCIES REPORT
January 2023**

Department	Position	Date Vacancy Occurred	PT/FT
Public Facilities	Housekeeper	1/4/2023	PT
E-911	Dispatcher	1/5/2023	FT

E-911	Dispatcher	1/27/2023	FT
Tax Assessor	List Taker	1/19/2023	PT
DSS	IMC I	1/25/2023	FT

Additionally, Ms. Turner presented the Recruitment Packet to Chairman Lassiter and the Commissioners noting the New Hire Open Enrollment Information, the County Mission, Core Values, benefits, employment application and notices of current vacancies.

The Board thanked Ms. Turner for the information echoing it was a great packet.

BLACK HISTORY MONTH RECOGNITIONS

Chairman Lassiter announced the Black History Month Recognitions as follows:

- 1) Spotlight Presentation: Ms. Deborah Brown, Principal of Riverview Elementary School students of Mrs. Regina Cooper's 4th Grade Class, represented their school with an enlightening and entertaining Black History presentation. They were also accompanied by Mrs. Monique Glover-Carey, School Counselor, and Mr. Andre Lassiter, Jr., School Resource Officer.
- 2) Mr. Sang Hamilton, Sr. was recognized for his many contributions to Hertford County, referred to by Chairman Lassiter as "A Silent Soldier in Hertford County", provided a brief synopsis of his resume as police officer in Ahoskie for over 20 years, served as Chair for the Hertford County Democratic Party; was a NAACP Humanitarian; and concluded by sharing how Mr. Hamilton inspired him personally to become involved in government and serve in public office.
- 3) Ms. Odessa Gatling represented the GoGo Senior Club of Winton, presenting the Commissioners with a token of appreciation for the funds that were contributed to the seniors.

REQUEST APPROVAL OF BOARD APPOINTMENTS TO THE PARKS & RECREATION ADVISORY COMMISSION

The Board approved the following appointments:

On a motion by Com. Gatling and second by Com. Douglas, the Board unanimously approved the re-appointment of Vice-Chairman William F. Mitchell, Jr. to the **Parks and Recreation Advisory Commission** for an indefinite three-year term effective February 6, 2023 and will expire June 30, 2026.

On a motion by Vice-Chairman Mitchell and second by Com. Gatling, the Board unanimously approved the re-appointment of Brittany Tann to the **Parks and Recreation Advisory Commission** for a three-year term effective February 6, 2023 and will expire June 30, 2026.

**REQUEST APPROVAL OF AMENDMENT TO HERTFORD COUNTY BUDGET
ORDINANCE FISCAL YEAR 2022-2023 AMENDMENT #S 13 AND 14**

On a motion by Com. Douglas and second by Vice-Chairman Mitchell, the Board approved the Amendment to the Hertford County Budget Ordinance Fiscal Year 2022-2023 Amendment #13 in the amount of \$47,407.00 as presented by Mrs. Leslie Edwards, Finance Director 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:

REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
DSS	100063-419108	ARPA SNAP	\$ 41,725	
Sheriff	100100-415500	Insurance Claims and Refunds	\$ 5,682	
		Total Changes in Revenue	\$ 47,407	\$ -

Net Change in Revenue	\$47,407
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
DSS	104410-569032	ARPA SNAP	\$ 41,725	
Sheriff	104180-535201	Main and Repair - Vehicles	\$ 5,682	
Solid Waste	109900-599101	Contingency		\$ 832
Solid Waste	109500-596200	Transfer to Fund 62	\$ 832	
		Total Changes in Expenditures	\$ 48,239	\$ 832

Net Change in Expenditures	\$47,407
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Explanation:

DSS - ARPA SNAP funds was sent to all counties in NC. The amount each county received was based on the FNS caseloads. Hertford County was allotted \$41,725.38. New GL lines were created to accommodate these funds.
Sheriff- 2016 Ford Explorer VIN 0280 insurance reimbursement for damage to vehicle that occurred in September 2022.
Solid Waste - Damage to employee vehicle, damages did not meet insurance claim minimum, transfer from contingency to fix employee's vehicle.

Leslie A. Edwards 01.30.23
Finance Director Date

Amendment # 13
Approved: _____
Posted: _____

On a motion by Com. Gatling and second by Com. Douglas, the Board approved the Amendment to the Hertford County Budget Ordinance Fiscal Year 2022-2023 Amendment #14 in the amount of \$832.00 as presented by Mrs. Leslie Edwards, Finance Director 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:

REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Solid Waste	620117-449500	Transfer from General Fund	\$ 832	
Total Changes in Revenue			\$ 832	\$ -

Net Change in Revenue	\$832
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Solid Waste	624690-535201	Main and Repair -Vehicle	\$ 832	
Total Changes in Expenditures			\$ 832	\$ -

Net Change in Expenditures	\$832
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Explanation:

Solid Waste - Damage to employee vehicle, damages did not meet insurance claim minimum, transfer from contingency employee's vehicle. BA-14 is a supplement to BA-13 to transfer funds into Solid Waste Fund.

Leslie A. Edwards 01.30.23
Finance Director Date

Amendment # 14
Approved: _____
Posted: _____

HERTFORD COUNTY TAX COLLECTOR: 1) REQUEST APPROVAL TO REPORT UNPAID 2022 TAX LIENS ON REAL PROPERTY AS REQUIRED BY NCGS 105-369(A); (2) REQUEST APPROVAL TO ADVERTISE UNPAID 2022 TAX LIENS ON REAL PROPERTY

On a motion by Vice-Chairman Mitchell and second by Com. Douglas, the Board approved for Tax Collector, Mrs. Tammy Eason, to report unpaid 2022 Tax Liens as of February 1, 2023 on Real Property totaling \$1,475,692.75 as required by NCGS § 105-369(A).

On a motion by Vice-Chairman Mitchell and second by Com. Douglas, the Board approved to advertise the unpaid 2022 Tax Liens on Real Property after March 7, 2023 and through June 30, 2023 as presented by Tax Collector Eason.

REQUEST APPROVAL OF EMS OVERTIME POLICY/PERSONNEL POLICY UPDATE – OVERTIME

After discussion between Manager Cotton, Attorney Revelle, and the Board, the Board unanimously voted as follows on revisions to Section IV.15, VIII.4(c) and VIII.4(d) of the Personnel Policy, EMS Overtime, as presented by County Manager Cotton in an effort to address the staffing issues experienced in EMS that personnel involved in direct patient care be allowed to select between earning compensatory time and overtime as attached:

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

Section VIII: Classification and Pay

VIII.1 Position Classification Plan

A description of each full-time regular position employed by the county is included in the position classification plan. Each employee is invited to review this plan to help achieve better understanding of the requirements and responsibilities of his or her job.

VIII.2 Pay Plan

The pay plan is a companion to the position classification plan. Each position is assigned a pay range with a minimum and maximum rate of pay. The pay plan is intended to provide equitable compensation for all positions.

VIII.3 Pay Scales and Levels

Progression up the pay plan is based on the following system:

- (a) *Beginning pay rates.* The normal beginning pay rate for a new employee will be the minimum rate in the established range for the positions in the class; however, the county manager may in special cases authorize initial appointments above or below the minimum.
- (b) *Merit pay raise.* The amount in each pay grade represent potential merit increases which may be recommended by a department head and approved by the county manager, subject to the quality of performance by the worker and the availability of funds. A formal evaluation on a prescribed form shall be completed for every employee upon completion of the employee's probationary period, and at least once a year thereafter.
- (c) *Certifications.* Any cost associated with certifications as a condition of employment in a specific job class will be paid at 100%; and a \$1,000 will be added to the base pay upon obtainment of certification.

Department heads who are under the supervision of the county manager shall have their work performance evaluated at least annually by the county manager. The tax assessor, tax collector, county manager and Clerk to the Board shall have other work performance evaluated by the Board of County Commissioners.

VIII.4 Fair Labor Standards Act and Overtime Provisions

This policy is based on regulations contained in the U. S. Department of Labor, Wage and Hour Division Publication 1459 of which excerpts are below:

(a) Agreement

This policy will serve as the agreement with each individual employee as per the regulations noted in paragraph 553.23 of the Federal Register with a signed statement by each

employee to go in individual personnel files stating they have received a copy of this policy prior to performance of any work under this policy.

(b) **Workweek**

Unless otherwise noted in this policy, the workweek for all county employees will begin at 12:01 A.M. Monday and end at 12:00 A.M. Sunday.

(c) **Non-Exempt Employees**

Overtime for non-exempt employees shall begin to accrue once an employee has worked over 40 hours in a work week. Unless otherwise noted in this policy, such as for Emergency Medical Technician Non-Exempt Personnel who can receive paid overtime, the rules below apply to overtime and compensatory time for non-exempt employees.

Use of overtime is to be administered in this category by department heads subject to budget constraints and the county manager's review. Methods of handling overtime are given in order of preference.

- (1) The simplest and most preferred method is to not let employees work overtime. Schedule employees as to not have them working over 40 hours a week.
- (2) If the above is not possible, the next best method is use of the "time-off" plan. Under this plan, the supervisor lays off the employee for a sufficient number of hours during some other week or weeks of the pay period so that the desired wage or salary for the overtime compensation due the employee for each workweek taken separately.
- (3) If none of the above can be used, compensatory time shall be given at a rate of one and one-half hours for each hour of overtime worked. The maximum compensatory time which may be accrued by any affected employee shall be 240 hours (not more than 160 hours of actual overtime hours worked) unless otherwise stated.

An employee should use the accrued compensatory time within a reasonable length of time (preferably within 3 months). The request must be approved by the department head and should be scheduled so that it does not unduly disrupt the operations of the said department.

An employee who has accrued the maximum number of compensatory hours shall be paid overtime compensation in cash for any additional overtime hours of work.

An employee going from a non-exempt to an exempt position may be paid out accumulated compensatory time at the time of transfer to the exempt position. Compensatory time will be paid at the rate of the non-exempt position.

Payment for accrued compensatory time upon termination of employment shall be calculated at the average regular rate of

pay for the final 3 years of employment, or the final regular rate received by the employee, whichever is the higher.

- (d) **Emergency Medical Technician Non-Exempt Personnel**
Employees are paid for total hours worked. For hours physically worked over 40 in a work week, compensatory time or overtime pay shall be given at a rate of one and one-half hours for each hour of overtime worked. The employee shall specify in writing under signature the preferred compensation method.

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(e) **Exempt Employees**

Overtime for exempt employees shall begin to accrue once an employee has worked over 40 hours in a workweek. Use of overtime is to be administered in this category by department heads subject to budget constraints and the county manager's review. Methods of handling overtime are given in order of preference.

- (1) The simplest and most preferred method is to not let employees work overtime. Schedule employees as to not have them working over 40 hours a week.
- (2) If the above is not possible, the next best method is use of the "time-off" plan as discussed for non-exempt employees but giving straight time off instead of 1.5 time for hours over 40.

If none of the above can be used, compensatory time shall be given at a rate of one hour for each hour of overtime worked. The maximum compensatory time which may be accrued by any affected employee shall be 80 hours.

An exempt employee must use accumulated comp hours within three (3) months of accrual.

An employee who has accrued the maximum number of compensatory hours may not continue to accrue compensatory hours until some of the 80 hours have been taken off. Any overtime hours worked beyond the 80 will be lost with no compensation. It shall be a violation of County policy for an exempt employee to put more than 80 hours compensatory time on any timesheet. At termination there is no compensation for the accrued balance of compensatory time.

(f) **Gap Time**

Gap time is defined as those 2.5 hours in each workweek that are between the county's 37.5 hour workweek and the FLSA workweek of 40 hours for overtime purposes.

All county employees in the above exempt and non-exempt categories shall accrue gap time at a rate of one hour for each hour worked. This gap time will be accounted for separate and apart from compensatory time and will not have a

maximum. However, at the end of the pay period containing January 1 and July 1 of each year, any accrued amount which has not been taken will be lost and the gap time balance will be 0. There will be no other form of compensation for these hours worked.

(E) Elected Officials

Elected officials are totally exempt from the FLSA standards. No provisions of FLSA or Hertford County Personnel Policy Manual outlined here are applicable as there are no control mechanisms governing their work hours.

(H) Law Enforcement Personnel

The employees of the Sheriff's Department who have the power of arrest are subject to a 28-day work period in which they can work up to 171 hours before overtime compensation has to be paid. For hours over 171 in the 28-day pay period, compensatory time shall be given at a rate of one and one-half hours for each hour of overtime worked. The maximum compensatory time which may be accrued by any affected employee shall be 480 hours (not more than 320 hours of actual overtime hours worked).

An employee should use the accrued compensatory time within a reasonable length of time (preferably within 3 months). The request must be approved by the department head and should be scheduled so that it does not unduly disrupt the operations of the said department.

An employee who has accrued the maximum number of compensatory hours shall be paid overtime compensation in cash for any additional overtime hours of work.

Payment for accrued compensatory time upon termination of employment shall be calculated at the average regular rate of pay for the final 3 years of employment or the final regular rate received by the employee, whichever is the higher.

(I) Control of Overtime

Unauthorized and accrual use of overtime will be dealt with as a violation of county policy. Employees who abuse overtime or supervisors who allow an abuse of overtime as determined by the county manager will be subject to Section III.11 Disciplinary Actions.

This recommendation is an attempt by management to treat employees in a fair and equitable manner. It goes beyond what is legally required under the Fair Labor Standards Act.

The second paragraph of Section IV.15 shall read as follows:

“Non-Law Enforcement Officer Public Safety, namely Emergency Medical Services (EMTs) and E911 Dispatchers shall work a 40-hour work week. For hours over 40 in a work week, compensatory time shall be given at a rate of one and one-half hours for each hour of overtime worked, except as otherwise provided in Section VIII.4(d). EMT employees shall specify in writing under signature the preferred compensation method.”

SALARY ADJUSTMENT POLICY

Following a brief discussion, the Board unanimously voted as follows to adopt the Salary Adjustment Policy as a new Section VIII.5 to the Hertford County Personnel Policy and as attached:

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

Salary Adjustment Policy – Current/Existing Employees

The County Manager is authorized to adjust current/existing employees' salaries for the following purposes only:

- Identified and approved certifications, credentialing and educational attainment/completion
- Satisfactory completion of a probationary period as detailed in the employment offer and acceptance letter

The County Manager is required to receive approval from the Board of County Commissioners prior to any salary adjustment for current/existing employees being enacted for all other circumstances.

PEACHTREE LANE WATERLINE EXTENSION

Manager Cotton provided the following information: Peachtree Lane is a residential road with approximately fifteen individual dwelling. It is roughly 1,550 linear feet in length with a width of eighteen feet. Peachtree Lane intersects with North Carolina Highway 461 southwest of Lewter Farm Road and east of Menola/Johns Road. The residents have been expressing their concerns for reliable potable water wells being unproductive and cost prohibitive to drill new wells. There is a County owned six-inch waterline running along North Carolina Highway 461. The estimated cost to extend a six-inch waterline and a four-inch waterline along Peachtree Lane is \$91,255. Manager Cotton recommended that the project be approved utilizing ARPA funds to complete the waterline installation.

On a motion by Com. Douglas and second by Com. Horton, the Board approved the Peachtree Lane Waterline Extension utilizing ARPA funds to complete the waterline installation.

REQUEST APPROVAL OF DISCLOSURE OF INTEREST STATEMENT

On a motion by Com. Douglas and second by Com. Horton, the Board approved the County Board of Commissioners' Disclosure of Interest Statement presented by County Manager Cotton as follows:



BOARD OF COMMISSIONERS

Mr. André Lassiter, Chairman
Mr. William F. Mitchell, Jr., Vice-Chairman
Mr. Leroy Douglas

Mr. Ronald J. Gatling
Mr. John D. Horton

COUNTY OF HERTFORD
BOARD OF COUNTY COMMISSIONERS
DISCLOSURE OF INTEREST STATEMENT

I, _____, holding the elected position of County Commissioner for the County of Hertford, hereby submit this Disclosure of Interest Statement in accordance with the provisions of North Carolina General Statutes § 14-234, as amended, and the Hertford County Fiscal Procedures Manual, for the purpose of disclosing actual or potential conflicts of interest, which exist or may arise between my public duties and my personal interests.

I understand that this Disclosure of Interest Statement must be filed with the Clerk to the Board prior to being sworn in with the County of Hertford and thereafter when my financial or personal interest changes or when any potential conflict may arise or annually as a part of the organizational meeting conducted each December. As an elected official of the governing body of the County of Hertford, I agree to disclose the information contained herein or any other relevant information in open meeting to the members of the governing body prior to any discussion of items, which raise or may raise potential conflicts of interest.

A. Employment Interest Disclosure

Every County Commissioner with the County of Hertford must disclose any additional positions held as an officer, director, agent or employee of a business entity, which may be subject to the regulation of the County of Hertford, which does or anticipates doing business with the County of Hertford or which the elected official for the County of Hertford receives or agrees to receive compensation from for assisting in any transaction involving the County of Hertford. As used herein, "business entity" shall include any sole proprietorship, partnership, association, joint venture, corporation, limited liability company, firm, trust, foundation or other organization or entity used in carrying on a business.

1. Name of Business Entity: _____
2. Address of Entity (including City, State and Zip Code): _____
3. Position held with Entity: _____
4. Principal Activity engaged in by the Entity: _____
5. Nature of the regulation of the Entity by the County of Hertford (including any licenses, permits, etc. issued by the County of Hertford): _____

6. Nature of the business, which the entity does or anticipates doing with the County of Hertford:

7. Nature of the transaction involving the County of Hertford for which the Commissioner for the County of Hertford may receive or agree to receive compensation from the Entity for assisting, including a description of the services to be performed and the compensation to be rendered:

B. Financial Interest Disclosure

Every County Commissioner with the County of Hertford must disclose any ownership of a substantial interest in any business entity, which may be subject to the regulation of the County of Hertford or which does or anticipates doing business with the County of Hertford. As used herein, "substantial interest" shall include the ownership, either legally or equitably, by a County Commissioner and his or her spouse or minor children, of at least ten (10%) percent of the outstanding shares of a corporation or ten (10%) percent interest in any business entity. This section shall not require the disclosure of interests, which do not exceed \$2,000.00. Life insurance policies and annuities need not be considered in determining the value of any such interest.

1. Name of Business Entity: _____

2. Address of Entity (including City, State and Zip Code): _____

3. Nature of Interest held in Entity: _____

4. Value of Interest held in Entity: _____

5. Principal Activity engaged in by the Entity: _____

6. Nature of the regulation of the Entity by the County of Hertford (including any licenses, permits, etc. issued by the County of Hertford): _____

7. Nature of the business, which the Entity does or anticipates doing with the County of Hertford: _____

8. Nature of the transaction involving the County of Hertford for which the County Commissioner may receive or agree to receive compensation from the Entity for assisting, including a description of the services to be performed and the compensation to be rendered: _____

C. Other Personal Interest Disclosure

Every County Commissioner with the County of Hertford must disclose any personal interest or investment, which creates or has the appearance of creating a conflict between the County Commissioner and his or her public duties.

1. Name of Business Entity or Person: _____

2. Address of Entity or Person (including City, State and Zip Code): _____

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3. Principal Activity engaged in by the Entity: _____

4. Nature of Interest or Involvement: _____

DATED this _____ day of _____, 20__.

Commissioner

State of North Carolina

County of Hertford

Subscribed and sworn to before me by _____, this _____ day
of _____, 20__.

Notary Public

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**REQUEST APPROVAL OF PROCLAMATION FOR NORTH CAROLINA SENIOR
TAR HEEL LEGISLATURE DAY**

On a motion by Com. Douglas and second by Com. Gatling, the Board approved the Board Voted to adopt the Proclamation for the North Carolina Senior Tar Heel Legislature Day as presented by Ms. Diedre Evans, Office of Aging Director, as follows:



County of Hertford

North Carolina Senior Tar Heel Legislature Day 2023

PROCLAMATION

WHEREAS, the service provided by the North Carolina Senior Tar Heel Legislature (NCSTHL) is unique – serving as a bipartisan, unicameral body tasked by the North Carolina General Assembly with the passage of Senate Bill 479 in July of 1993 to identify the most pressing issues facing older adults across the state and propose new legislation that will improve their quality of life;

WHEREAS, delegates and alternates from each of North Carolina's 100 counties voluntarily invest their time and their energies to provide information and education to senior citizens on the legislative process and matters being considered, assess the needs of older citizens and promote citizen involvement in advocacy concerning aging issues;

WHEREAS, since 1993, the NCSTHL has supported the passage of 11 bills into law and has consistently promoted increased funding for programs supporting the growing population of older adults and their caregivers and policies to protect them;

WHEREAS, Hertford County is committed to support the NCSTHL in engaging and supporting older adults, their families, and caregivers and to protecting and safeguarding the rights of aging individuals;

WHEREAS, it is appropriate for Hertford County to set aside February 23, 2023 as a day to recognize the NCSTHL and to celebrate its 30 years of positive impact on behalf of older adults; and

NOW THEREFORE, BE IT PROCLAIMED, that the Hertford County Board of Commissioners do hereby honor the contribution and record of the NCSTHL; and

NOW THEREFORE, BE IT FURTHER PROCLAIMED, the Hertford County Board of Commissioners, do hereby proclaim Thursday, February 23rd, 2023, as "North Carolina Senior Tar Heel Legislature Day 2023" in Hertford County, and commend its observance to all citizens.

In witness whereof I have hereunto set my hand and caused this seal to be affixed.

The Honorable André M. Lassiter, Sr. Chairman

ATTEST: _____

Dr. Renee Tyler, Clerk to the Board

DATE: _____

Reverend Dr. Claude Odom, Hertford County's delegate for the Senior Tar Heel Legislature, expressed gratitude to the Commissioners' for their support.

COUNTY MANAGER'S REPORT

County Manager Cotton provided an update of upcoming events for the month of February and mentioned the bee-hive demonstration.

BOARD CHAIR'S/CLERK'S REPORT

Clerk to the Board, Tyler, provided a report of upcoming events for February and March 2023, announced the Commissioners' Scholarship Application packets had been delivered to the Hertford County Public Schools' Superintendent and the high school principals; all applications are due in the Clerk's office April 3, 2023; announced the Commissioners' Called Informal Work Session was today immediately following the Regular Board meeting and plans are underway to honor Senior Tar Heel Legislator, Rev. Dr. Claude Odom.

COMMISSIONERS' COMMENTS

The Commissioners' commented as follows:

Com. Douglas thanked everyone for attending the meeting.

Vice-Chairman Mitchell complimented and thanked the students and Riverview staff for their Black History presentation, and recognized the Dept. heads present at the meeting.

Com. Horton complimented the students and staff of Riverview School sharing with them that one day they maybe sitting higher then they were today in the audience.

Com. Gatling thanked Sang Hamilton and Dr. Claude Odom who are pioneers in Hertford County, addressed the Riverview Elementary School students and staff as the shining stars of the County and thanked them for the excellent job they did highlighting Black History month.

Chairman Lassiter acknowledged and thanked the students, staff and the Principal of Riverview Elementary School for attending the meeting and presenting in excellence; acknowledged Mrs. Cooper as a form classmate, thanked each Dept. Head for attending the meeting, acknowledge Dr Odom for being a pioneer, thanked Pastor Donnie Graham, Ms. Odessa Gatling, Dr. Williams and Dr. Oliver from RCCC and all others for attending the meeting.

CLOSED SESSION

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

RECESSED MEETING

On a motion by Com. Gatling and second by Vice-Chairman Mitchell, the Board recessed the meeting to move to the Informal Work Session in the Government Center Conference Room.

APPROVED: February 20, 2023

The Honorable Andre' M. Lassiter, Sr., Chairman

Dr. Renee Tyler, Clerk to the Board