

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

Minutes June 5, 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: 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. Melanie Storey, and Sheriff Dexter Hayes.

Chairman Andre` M. Lassiter, Sr. called the meeting to order and Rev. Dr. James Shearn, Senior Pastor, Jordan Grove Missionary Baptist Church, Winton, NC provided the Invocation.

CONSENT AGENDA

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

- Approved the May 15, 2023 Minutes

- Approved the May 2023 Taxpayer Releases

RELEASES FOR MONTH ENDING

May County Release 2023

| | | LEVY | VALUE | TAX |
|--|-----------------|------|----------|---------------------------|
| AHOSKIE TOWNSHIP | NAME | YEAR | RELEASED | RELEASED |
| MURFREESBORO TOWNSHIP | | | | |
| Bill#0000001243-2022-2022 Property was sold 2021 | Daughtry Rodney | 2022 | 1,445 | G01-\$12.14 C04-\$9.54 |
| | | | | |
| WINTON TOWNSHIP | | | | |
| Bill#0000020152-2022-2022 Double billed due to a migration issue. | Leary, Tierra | 2022 | 800 | G01-\$6.72 |
| MANEY'S NECK TOWNSHIP | | | | |
| ST. JOHN TOWNSHIP | | | | |
| HARRELLSVILLE TOWNSHIP | | | | |
| | | | | |

| | |
|--|------------------|
| TOTAL VALUE APPROVED THIS REPORT (2022LEVY) | <u>\$2245.00</u> |
| TOTAL TAX RELEASED THIS REPORT (2022LEVY) | <u>\$28.40</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>\$</u> |
| TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATON 2022) | <u>\$</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, Tax Collector

INTRODUCTION OF JUNE 2023 NEW HERTFORD COUNTY EMPLOYEES, SUMMER INTERN RECOMMENDATIONS, AND VACANCY REPORT

Ms. Kimberly Turner introduced the June 2023 New Hertford County Employees to the Board as follows:

Hertford County Personnel Report
June 2023

| <u>Employees Hired</u> | <u>PT/FT</u> | <u>Department</u> |
|------------------------|--------------|-------------------|
| Barbara Watford | FT | Detention |
| Alton Cooper | FT | Detention |
| Stacey White | PT | EMS |
| Shequita Futrell | FT | Detention |
| Tyesha Edwards | FT | Detention |
| Courtney Robinson | FT | Detention |
| Patricia Parker | PT | Detention |
| | | |
| | | |
| | | |

Ms. Turner reported the vacancies as follows:

HERTFORD COUNTY VACANCIES REPORT
May 2023

| Department | Position | Date Vacancy Occurred | Status | Total Vacancies |
|------------------|-------------------|-----------------------|--------|-----------------|
| DSS | IMC I | 5/2/2023 | FT | 3 |
| DSS | IMC I | 5/3/2023 | FT | 4 |
| Detention Center | Detention Officer | 5/2/2023 | FT | 9 |
| Detention Center | Detention Officer | 5/3/2023 | FT | 10 |
| Detention Center | Detention Officer | 5/4/2023 | FT | 11 |
| Detention Center | Detention Officer | 5/4/2023 | FT | 13 |
| E-911 | Dispatcher | 5/19/2023 | FT | 2 |

Total Departmental Vacancies

| Department | FT Vacancies |
|-------------------|--------------|
| Administration | 1 |
| Soil Conservation | 1 |
| Sheriff | 2 |
| EMS | 9 |
| Public Buildings | 1 |
| Tax Assessor | 1 |

Intern Recommendations:

| | | |
|------------------|-----------------------------------|--------------------------------|
| JaMarion Sessoms | NC A&T | Public Health, EM, EDC |
| Sa'Niyah Sutton | HC High School | Animal Control, EMS, HR |
| Alasia Jones | NC A&T | DSS |
| Justin Chadwick | C.S. Brown HS STEM/ NC Central | Sheriff, DSS, Pub. Bldgs. |
| Jyheim Douglas | NC A&T | DSS, Courthouse, Sheriff Dept. |
| Meyah Wilson | HC Early College/R-CCC | DSS, HR, EMS |
| Nyla Khan | HC High School | Administration, Elections, EDC |
| Hannah Joyner | HC Early College/R-CCC | HR, ROD, Public Health |
| Tracey Askew | NC A&T | RCCC, DSS, Child Support |
| Sophia Howard | HC Early College/R-CCC | Sheriff, EMS, DSS |
| Keith Richards | Elizabeth City State University | DSS |
| Reagan Zoch | HC Early College/R-CCC | Admin., Election, Library |
| Morgan Saunders | R-CCC | Clerk to Board, Elections, DSS |
| Amarion Watford | C.S. Brown HS STEM/ East Carolina | IT, Sheriff, E911 |

Turner reported that Cameron Piland, who attends high school in Gates County College of the Albemarle applied on Friday, June 2, 2023.

On behalf of the Board, Chairman Lassiter advised Ms. Turner to close the Intern application process and for her to submit an updated list of names to Clerk Tyler, and that the Board would choose two interns each from the list and turn those names into Clerk Tyler. Additionally, Chairman Lassiter asked Ms. Turner to update the County website by removing the date of 2021 as it relates to the County Internship Program.

REQUEST FOR ARPA FUNDING FOR YARD DEBRIS CHIPPING

After discussion between Mrs. Ashley J. Ward, Hertford County Solid Waste Manager, the Board and County Manager David B. Cotton, it was agreed upon that Mrs. Ward and Manager Cotton would bring the request back to the Board after July 1, 2023.

REQUEST APPROVAL: ADVERTISE CURRENT & UPCOMING BOARDS AND COMMISSIONS VACANCIES

On a motion by Com. Gatling and a second by Com. Leroy Douglas, the Board unanimously approved to advertise the current and upcoming Boards and Commissions vacancies.

PAWS OF HERTFORD COUNTY ANIMAL SHELTER REPORT AND PROPOSAL REQUEST

Ms. JoAnn Jones with PAWS of Hertford County Animal Shelter presented the animal shelter report and the proposal requesting \$30,000.00 to be used for salaries for two part-time employees.

Chairman Lassiter thanked Ms. Jones for her presentation.

REQUEST APPROVAL OF AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2023-2024 AMENDMENT #S 22, 23, AND RR-10

On a motion by Com. Gatling and a second by Com. Horton, the Board approved Budget Amendment # 22 in the amount of \$1,912.00 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 |
|--------------------------|----------------|------------------------------|-----------------|-----------------|
| Northern Water | 650118-415500 | INSURANCE CLAIMS AND REFUNDS | \$ 535 | |
| Southern Water | 660119-415500 | INSURANCE CLAIMS AND REFUNDS | \$ 1,376 | |
| | | | | |
| | | | | |
| | | | | |
| Total Changes in Revenue | | | \$ 1,912 | \$ - |

| | |
|-----------------------|---------|
| Net Change in Revenue | \$1,912 |
|-----------------------|---------|

EXPENDITURE:

| Department | Account Number | Account Description | Amount Increase | Amount Decrease |
|-------------------------------|----------------|---------------------------|-----------------|-----------------|
| Northern Water | 654700-535201 | MAIN AND REPAIR - VEHICLE | \$ 535 | |
| Southern Water | 664710-535201 | MAIN AND REPAIR - VEHICLE | \$ 1,376 | |
| | | | | |
| | | | | |
| | | | | |
| Total Changes in Expenditures | | | \$ 1,912 | \$ - |

| | |
|----------------------------|---------|
| Net Change in Expenditures | \$1,912 |
|----------------------------|---------|

Explanation:

\$1911.75 (\$535.29 28% \$1,376.46 72%) Sedgewick Claim payment 4A23044C34B-001 for VIN 9856 2021 Chevy Silverado.
Total amount of claim was over the threshold of new policy of 2,500.00, therefore claim was submitted.

Rellie A. Edwards 6-1-23
Finance Director Date

Amendment # 22
Approved: _____
Posted: _____

On a motion by Com. Gatling and a second by Com. Douglas, the Board approved Budget Amendment # 23 in the amount of \$19,557.00 as presented 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 |
|--------------------------|----------------|------------------------------|-----------------|-----------------|
| Aging | 100100-415500 | Insurance Claims and Refunds | \$ 3,547 | |
| DSS | 100063-418701 | LIEAP | | \$ 18,190 |
| DSS | 100063-419101 | Crisis Intervention Program | \$ 10,000 | |
| Courts/Health | 100112-448500 | Fund Balance Appropriation | \$ 24,200 | |
| Total Changes in Revenue | | | \$ 37,747 | \$ 18,190 |

| | |
|-----------------------|----------|
| Net Change in Revenue | \$19,557 |
|-----------------------|----------|

EXPENDITURE:

| Department | Account Number | Account Description | Amount Increase | Amount Decrease |
|-------------------------------|----------------|-----------------------------|-----------------|-----------------|
| Aging | 104380-535201 | Main and Repair Vehicle | \$ 3,547 | |
| DSS | 104440-563001 | LIEAP | | \$ 18,190 |
| DSS | 104440-569009 | Crisis Intervention Program | \$ 10,000 | |
| Courts | 104310-533200 | Fuel | \$ 8,170 | |
| Courts | 104310-533400 | Water | \$ 700 | |
| Courts | 104310-533100 | Electricity | \$ 12,600 | |
| Health | 104300-533100 | Electricity | \$ 2,730 | |
| Total Changes in Expenditures | | | \$ 37,747 | \$ 18,190 |

| | |
|----------------------------|----------|
| Net Change in Expenditures | \$19,557 |
|----------------------------|----------|

Explanation:

Aging - Vehicle damage due to vandalism. Total claim exceeds 2,500.00 threshold for insurance claims.
DSS - Received funding authorization from DHHS that LIEAP funding of 18,190.00 will not be received as originally allocated to the County. Crisis intervention program received an additional allocation of 10,000.
Courts/ Health - Increase of Fuel, Water, and Electricity lines to cover the remainder of the FY.
Departments too small to move money internally to cover shortage.

Bullard Edwards 10.1.23
Finance Director Date

Amendment # 23
Approved: _____
Posted: _____

On a motion by Vice-Chair William F. Mitchell, Jr. and a second by Com. Douglas, the Board approved Budget Amendment #RR10 in the amount of \$45,589.00 as presented 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 | \$ 45,589 | |
| Total Changes in Revenue | | | \$ 45,589 | \$ - |

| | |
|-----------------------|-----------|
| Net Change in Revenue | \$ 45,589 |
|-----------------------|-----------|

EXPENDITURE:

| Department | Account Number | Account Description | Amount Increase | Amount Decrease |
|-------------------------------|----------------|----------------------------|-----------------|-----------------|
| Internet Technology | 104370-55102 | Capital Outlay - Equipment | \$ 8,839 | |
| Solid Waste | 624690-569000 | Contracted Services | \$ 36,750 | |
| Total Changes in Expenditures | | | \$ 45,589 | |

| | |
|----------------------------|-----------|
| Net Change in Expenditures | \$ 45,589 |
|----------------------------|-----------|

Explanation:

T- Audio Visual Equipment for Courthouse, Government Center Conference Room, DSS multipurpose room change order to change equipment in Commissioner room originally approved by BOCC 8/01/23.

Solid Waste - Yard Debris Removal from landfill.

Reslie A. Edwards 6.1.23
 Finance Director Date

Amendment # RR-10
 Approved: _____
 Posted: _____

On a motion by Com. Gatling and a second by Vice-Chair Mitchell, the Board left Regular Session to enter into the FY 2023-2024 Budget Hearing.

9:15 AM – FY 2023-2024 BUDGET HEARING

County Manager David B. Cotton explained FY 2023-2024 budget process according to NCGS 159.7 – Local Government Budget & Fiscal Control Act and the Board of County Commissioner's guidance and direction, mandates, revenues, expenditures, budget overview and stated he was pleased to inform the Board that all goals and objectives are in place and presented the balanced budget as attached.



COUNTY OF HERTFORD

Fiscal Year 2023 – 2024

Budget Presentation

BUILD YOUR FUTURE ON OUR FOUNDATION

1

INTRODUCTION

- Budget Process
- Commissioners' Guidance & Direction
- Mandates
- Revenues
- Expenditures
- Budget Overview
- Next Steps

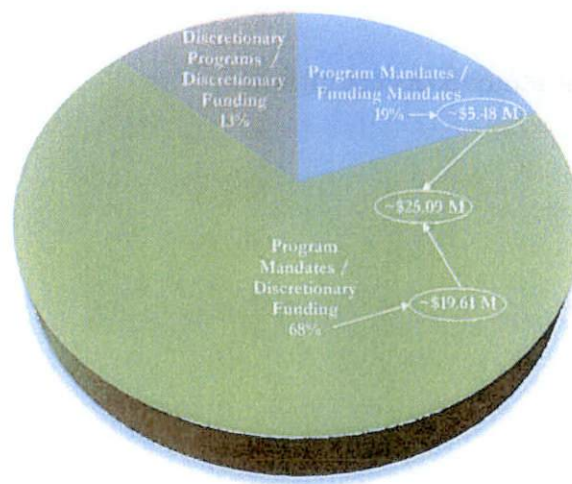
2

BUDGET PROCESS

- North Carolina General Statutes § 159.7 – Local Government Budget & Fiscal Control Act
- Board of County Commissioners
- Departments/Agencies/Offices
- External Funded Agencies
- Budget Team

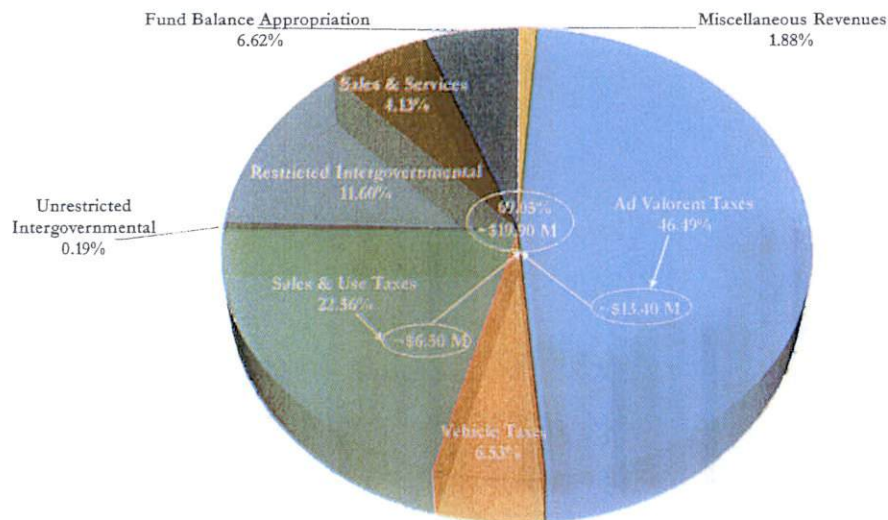
3

PROGRAM & FUNDING MANDATES NORTH CAROLINA COUNTIES – GENERAL FUND



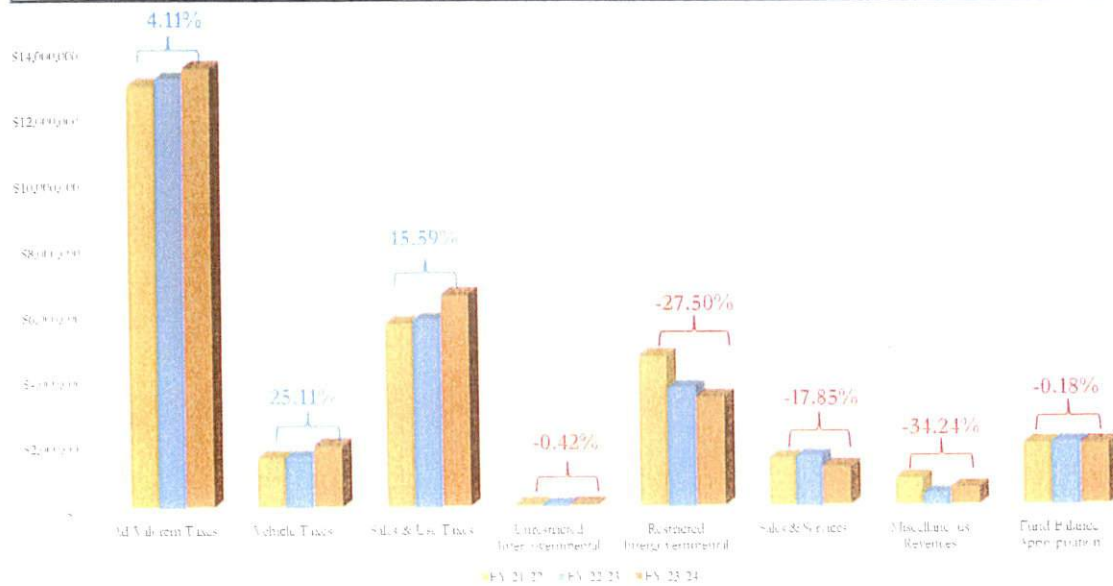
4

REVENUES – GENERAL FUND FISCAL YEAR 2024 PROJECTIONS

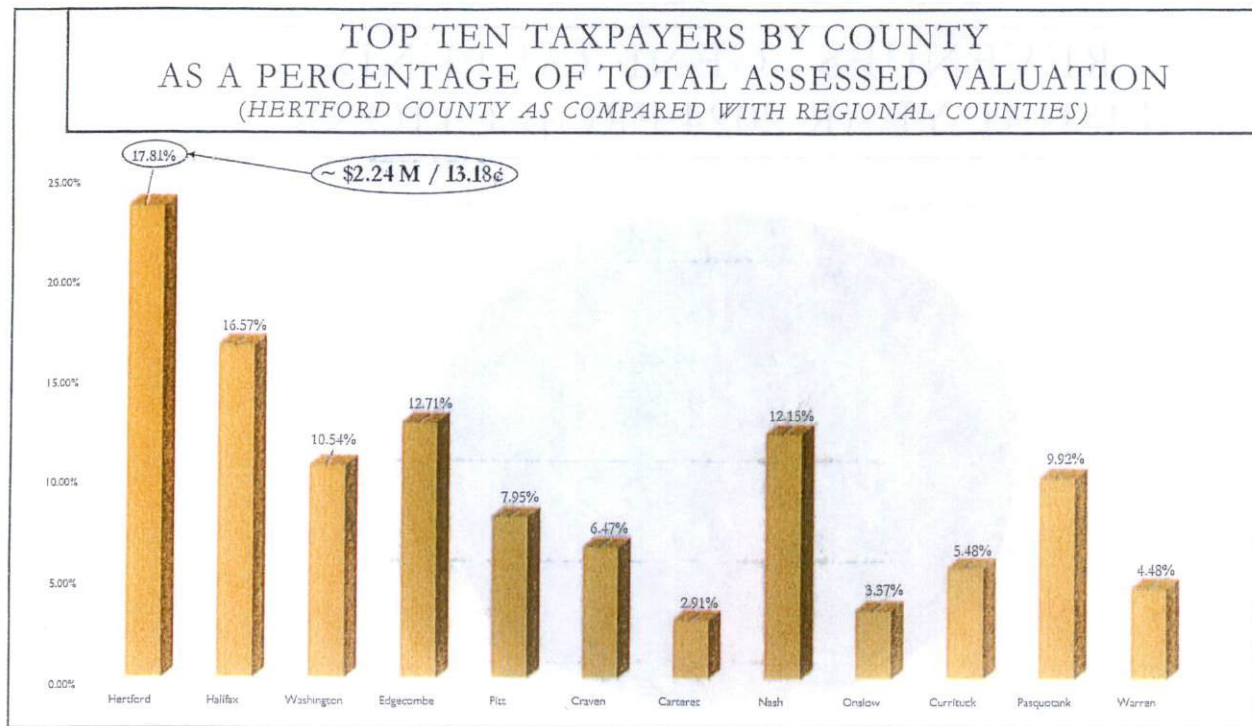


5

BUDGET OVERVIEW - REVENUES - GENERAL FUND FISCAL YEAR(S) 2022, 2023 & 2024 COMPARISON



6



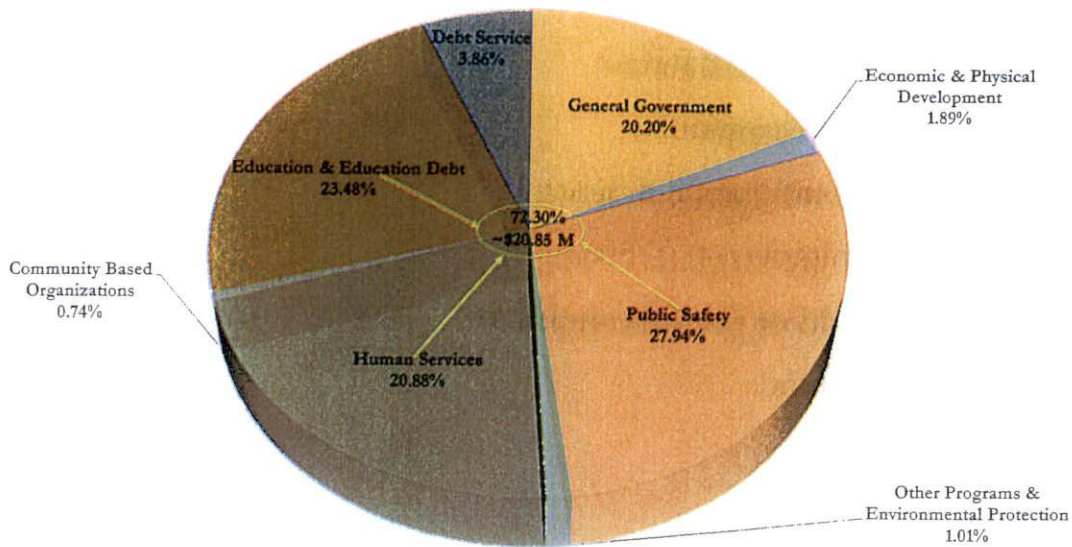
7

BUDGET OVERVIEW – ALL FUNDS FISCAL YEAR 2024 PROJECTIONS

- All Goals & Objectives
- \$39.52 Million – Total Requests
- \$33.76 Million – All Funds
- \$28.83 Million – General Fund

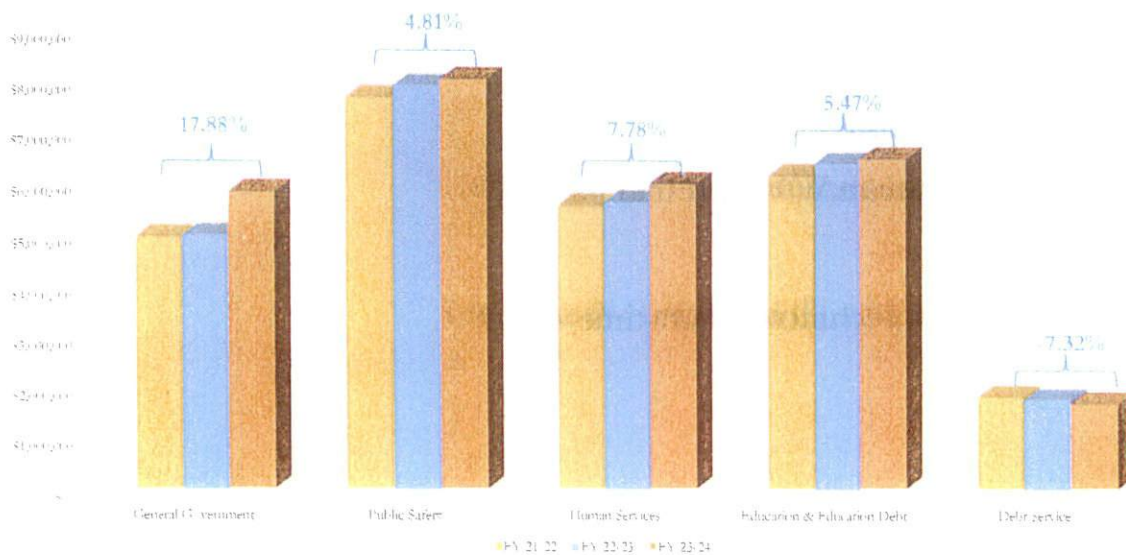
8

EXPENDITURES – GENERAL FUND FISCAL YEAR 2024 PROJECTIONS



9

BUDGET OVERVIEW– EXPENDITURES – GENERAL FUND FISCAL YEAR 2022, 2023 & 2024 COMPARISON



10

BUDGET OVERVIEW– EXPENDITURES – ALL FUNDS FISCAL YEAR 2024 PROJECTIONS

- Maintain Current Tax Rate
- Economic Development
- Hertford County Public Schools
 - Classified Employee(s)/Staff
- Capital & Technology Investments
- Enterprise Funds

11

BUDGET OVERVIEW– EXPENDITURES – GENERAL FUND FISCAL YEAR 2024 PROJECTIONS

- Human Services
 - Medicaid Expansion
 - Income Maintenance Worker (Fulltime) x 5
- Public Safety
 - Animal Services Technician (Part-time) x 2

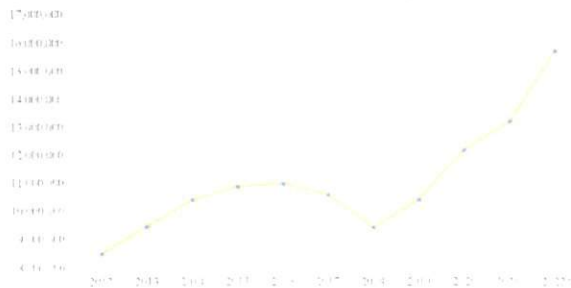
12

FISCAL YEAR 2023 – 2024 SUMMARY

- Maintain Current Rate
- Capital Investment
- Total Budget Projections
 - \$28.83 Million – General Fund
 - \$33.76 Million – All Funds

FISCAL YEAR 2023 – 2024 FUND BALANCE OVERVIEW

General Fund -Fund Balance (Total)



General Fund -Fund Balance Unassigned
(as a Percentage of Expenditures)



^a - The percentage change associated with the General Fund - Fund Balance is attributable to the Ahsoskie Elementary School Project loan proceeds increasing the overall expenditures in 2021.
^b - The percentage change associated with the General Fund - Fund Balance is attributable to the ARPA funds being received in 2022.



NEXT STEPS

- Budget Public Hearing Monday, June 5th (Regular Board Meeting)
- Commissioners' Workshop Monday, June 5th (Following Regular Board Meeting)
- Budget Adoption Monday, June 19th (Regular Board Meeting)
- Budget Document Available in County Administration,
Public Library Branches &
Online at HertfordCountyNC.GOV

BUILD YOUR FUTURE ON OUR FOUNDATION

Chairman Lassiter addressed Clerk Tyler for Public Comment.

Clerk Tyler announced Mr. Hugh Davis, Albemarle Regional Library Director. Mr. Davis commented regarding the HC Library Budget and requested that the Board consider giving the library an additional \$6,000 of the \$109,000.00 the Board was proposing for the library.

After a brief discussion, the Board thanked Mr. Davis for his time and thanked Manager Cotton for presenting FY 2023-2024 balanced budget.

On a motion by Vice-Chair Mitchell and a second by Com. Horton, the Board voted unanimously to close the Public Hearing and return to the Regular meeting.

CONSIDERATION OF APPROVAL OF ARCHITECTURAL RECOMMENDATION FOR RENOVATION OF THE FORMER AHOSKIE ELEMENTARY SCHOOL AND CONSTRUCTION OF A NEW HEALTH & SENIOR SERVICES BUILDING

County Manager Cotton shared with the Board as part of the County's due diligence of the Ahoskie Elementary School as well as beginning the construction of a new Health & Senior Services building, County staff solicited requests for qualification(s) from professional architectural firms. The County received two responses from HBA Architecture and Interior Design, Inc. based in Virginia Beach, Virginia and Oakley Collier Architects, PA. County staff thoroughly reviewed the submitted proposals as well as interviewed both firms. Following thoughtful consideration and deliberation, it is staff's recommendation to engage Oakley Collier Architects, PA for professional services associated with the proposed renovation of the former Ahoskie Elementary School and to construct a new Health & Senior Services Building.

After a discussion between Manager Cotton, Mr. Bradford Vann, Hertford County Facilities Manager, and the Board, it was decided that Manager Cotton would engage Oakley Collier Architects, PA for professional services associated with the proposed renovation of the former Ahoskie Elementary School and to construct a new Health & senior Services Building and that he would negotiate the fees and if they were not acceptable to the County he would proceed to communicate with HBA Architecture and Interior Design, Inc.

On a motion by Com. Horton and a second by Vice-Chair Mitchell, the Board approved for Manager Cotton to engage Oakley Collier Architects, PA for a formal contract for renovation of the form Ahoskie Elementary School and construction of a new Health & Senior Services Building.

COUNTY MANAGER'S REPORTS

The following reports were presented to the Board from department directors as follows:

GIS/Planning: Mrs. Sara Turner, GIS/Planning Director reported to the Board data on the department's customer service to citizens, ArcGIS online planning and implementation; Census Boundary Annexation Survey, ESRI Damage Assessment, ESRI service tickets, Fire District Analysis, Infrastructure Mapping, NCPTS, CAMA, Parcel Sync, Map metrics Open tickets,

NexGen 911 Project, New construction mapping, NC Resilient Coastal Communities Program, OSFM Report and Fire District Analysis, Planning and Zoning unified Development Ordinance and the ongoing Seamless Parcels Project

Office of Aging – Ms. Diedre Evans, Office of Aging Director shared the agency Mission Statement, Advisory Board membership, program offerings, encouragement to seniors to stay fit stay engaged, form relationships, the HCCBG Services: Nutrition, in home aid, respite, general transportation, HCOA transports for 2022-2023 through April 2022 is 1,763, ROAP Transportation, highlighted the Monarch mobile clinic visitation for mental health services; ramps and rails program, educational programing and classes and a report of the recent vandalism to the Office of Aging buildings in the Winton home office.

Tax Assessor Office: Ms. Kisha Ashe, Interim Tax Assessor, shared the mission statement, the goal of the department, extension of the listing period, Jan. 11, discovery of personal property 3,697,592.00 May 1, 2023; discovery of multi/permanent plated vehicles \$474,500.00; exclusion amount for elderly \$25,000 .00 or 50% of the appraised value of the home and up to one acre of land; discovery of business personal property roughly \$7,485,162.00; business personal property \$201,757.00; disabled homestead exemption, 100% disabled veteran applications/business extension request, new construction, employee turnover, and safety

BOARD CHAIR'S/CLERK'S REPORT

Clerk Tyler shared the upcoming events calendar to include upcoming conferences for NACo and NCACC and read the County mission statement.

COMMISSIONERS' COMMENTS

Chairman Lassiter and the Commissioners thanked everyone for attending the meeting, recognized Superintendent Dr. Jesse Pratt and his staff, Sheriff Hayes and the Directors for their presence at the meeting, RCCC President Dr. Murray Williams and Dr. LaToya Wiley, Dr. Shearn for the invocation and assured all in attendance that the Board never take the budget process lightly or anything presented to the Board, the Board will try to give what everyone needs. However, the Board provides County services and how the Board approves for spending taxpayers' money is essential to its legal and successful operation.

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

RECESS MEETING

On a motion by Vice-Chair Mitchell and second by Com. Douglas, the Board approved to recess the Regular meeting to convene in the Called Budget Work Session in the Government Center Conference Room.

Approved: June 20, 2023
The Honorable Andre` M. Lassiter, Sr., Chairman

Dr. Renee Tyler, Clerk to Board