

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

Monday, May 1, 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, Chris Smith, EMS Director/Fire Marshal.

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

CONSENT AGENDA

On a motion by Vice-Chair William F. Mitchell, Jr. and second by Com. Leroy Douglas, the Board approved the Consent Agenda as follows:

- Approval of April 17, 2023 Minutes
- Approval of Taxpayer Refunds: Stephanie H. Cotton and Ernest C. Parker

\$233.91- Stephanie H. Cotton Vendor #3564 Refund for overpayment on account, taxpayer paid bill before garnishment pay from State Treasurer arrived.

\$137.22- Ernest C. Parker Vendor 16437 Refund for overpayment due to Debt Set Off Paid too much on account.

HUMAN RESOURCE: NEW HIRE REPORT, VACANCY REPORT, AND INTERN APPLICATIONS

Ms. Kimberly Turner presented the New Hire Report as follows:

Hertford County Personnel Report

May 2023

<u>Employees Hired</u>	<u>PT/FT</u>	<u>Department</u>
Alyssa Harrell	PT	EMS
Dallas Privott	FT	Detention Center
Jennifer Harrell	FT	EMS
Madison Smith	FT	E-911
Camryn Mitchell	FT	E-911
Monica Melton	FT	E-911

Chairman Lassiter and the Commissioners welcomed the new employees and the returning employee to Local Government and wished them the best in their employment.

Additionally, Ms. Turner reported a total of 14 County full-time vacancies and the names of six students applying for the Summer Internship Program and reported to the Board that there were no deadlines for the applications.

**FINANCE DEPARTMENT: REQUEST APPROVAL OF: AMENDMENT TO THE
HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2022-2023
AMENDMENT #S: RR-9, 19, 20, AND 21**

On a motion by Vice-Chair Mitchell and a second by Com. John D. Horton, the Board approved the Amendment to the Hertford County Budget Ordinance Fiscal Year 2022-2023 Amendment #19 in the amount of \$65,000 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:

REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Solid Waste	620117-444600	Solid Waste Fees	\$ 32,500	
Solid Waste	620117-444601	Solid Waste Fees	\$ 32,500	
		Total Changes in Revenue	\$ 65,000	\$ -

Net Change in Revenue	\$65,000
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Solid Waste	624690-569000	Contracted Services	\$ 65,000	
		Total Changes in Expenditures	\$ 65,000	\$ -

Net Change in Expenditures	\$65,000
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Explanation:

\$65,000 Anticipated Solid Waste Fees collected were higher than originally projected. Additional funds being used for Contracted Services for services rendered for the remainder of the fiscal year.

Heidi A. Edwards 4.27.23
Finance Director Date

Amendment # 19
Approved: _____
Posted: _____

On a motion by Vice-Chair Mitchell and a second by Com. Horton, the Board approved the Amendment to the Hertford County Budget Ordinance Fiscal Year 2022-2023 Amendment #20 in the amount of \$17,000 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
General Fund	100102-415911	Transfer from Fund 18	\$ 17,000	
		Total Changes in Revenue	\$ 17,000	\$ -

Net Change in Revenue	\$17,000
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Automation & Preservation	184161-415910	Transfer to General Fund	\$ 17,000	
		Total Changes in Expenditures	\$ 17,000	\$ -

Net Change in Expenditures	\$17,000
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Explanation:

Funds to help cover 3 year project to preserve drawers for Register of Deeds.

Leslie A. Edwards 4.27.23
Finance Director Date

Amendment # 20
Approved: _____
Posted: _____

On a motion by Vice-Chair Mitchell and second by Com. Douglas, the Board approved the Amendment to the Hertford County Budget Ordinance Fiscal Year 2022-2023 Amendment #21 in the amount of \$17,245.00 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
General Fund	100112-448500	Fund Balance Appropriations	\$ 11,006	
Aging	100061-417602	SHIP Grant	\$ 2,800	
Aging	100061-417603	MIPPA Grant	\$ 2,539	
Sheriff	100080-527000	Earmarked Funds - Sheriff	\$ 900	
Total Changes in Revenue			\$ 17,245	\$ -

Net Change in Revenue	\$17,245
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Governing Body	104110-574100	Recreational Scholarships	\$ 6,000	
Governing Body	104110-569000	Contracted Services	\$ 5,006	
Aging	104390-569028	SHIP	\$ 2,800	
Aging	104390-569301	MIPPA Grant	\$ 2,539	
Sheriff	104180-527000	Earmarked Funds - Sheriff	\$ 900	
Total Changes in Expenditures			\$ 17,245	\$ -

Net Change in Expenditures	\$17,245
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Explanation:

\$11,006.00 Funds needed to cover invoices for remainder of the fiscal year.

\$2,800.00 Additional funds received for Shred a Thon (Fraud Prevention)

\$2,539.00 Additional funds received for MIPPA Grant.

\$900.00 Received donations.

Lucie A. Edwards 4-27-23
Finance Director Date

Amendment # 21
Approved: _____
Posted: _____

On a motion by Com. Horton and second by Vice-Chair Mitchell, the Board approved the Amendment to the Hertford County Budget Ordinance Fiscal Year 2022-2023 Amendment # RR-9 in the amount of \$50,000.00 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	\$ 50,000	
Total Changes in Revenue			\$ 50,000	\$ -

Net Change in Revenue	\$ 50,000
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Northern Water	109500-596500	TRANSFER TO FUND 65	\$ 14,000	
Southern Water	109500-596600	TRANSFER TO FUND 66	\$ 36,000	
Total Changes in Expenditures			\$ 50,000	

Net Change in Expenditures	\$ 50,000
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Explanation:

Hydraulic water system model approved by commissioners at BOCC meeting on February 20, 2023.
Spilt 28%/72% for Northern and Southern, respectively.

Amendment # RR-9
Approved: _____
Posted: _____

Russell A. Edwards 4-27-23
Finance Director Date

RECOGNITION: PASTOR RAY FAIRCLOTH - MERCY CHURCH DEDICATION

Chairman Lassiter and the Commissioners recognized Pastor Ray Faircloth with a certificate acknowledging the achievements and vital contributions to Hertford County and citizens for their achievement in outreach and the expansion of their new church edifice for Mercy Church (formerly Higher Ground Church) in Ahoskie.

REQUEST APPROVAL OF RESOLUTION HONORING DR. CHARLES SAWYER

On a motion by Com. Gatling and second by Com. Douglas, the Board approved the Resolution Honoring Dr. Charles Sawyer as follows:

RESOLUTION HONORING DR. CHARLES



SAWYER

WHEREAS, Dr. Charles Sawyer has served the primary care, at Ahoskie Family Physicians and served founding 18 years ago; and

Hertford County community for over 57 years in family Roanoke Chowan Community Health Center since its

WHEREAS, among his many noteworthy achievements, Dr. Sawyer graduated from the University of North Carolina at Chapel Hill with a Bachelor of Science in Chemistry in 1959; and from the University of Chapel Hill School of Medicine in 1963; and

WHEREAS, Dr. Sawyer's commitment to public service extends beyond the health care field to his time volunteering with the Boy Scouts of America, establishing the first Cub Scout Den in Windsor and recognized as the 2012 Tri-County District Friend of Scouting's Distinguished Citizen of the Year; and

WHEREAS, Dr. Sawyer received the Diplomat of the American Board of Family Practice 1971; is a Fellow of the American Board of Family Practice 1973 is a member of Phi Gamma Delta, UNC; Phi Chi University of North Carolina Medical School, the American Medical Association, the American Academy of Family Practice, the Seaboard Medical Association, the North Carolina Medical Association, and the North Carolina Academy of Family Practice; and

WHEREAS, Dr. Sawyer is Vestryman and Senior Warden of St. Thomas Episcopal Church, Ahoskie; a past member of the Board of Directors of Centura Bank in Ahoskie, NC, and served as President of the UNC Alumni Association Roanoke Chowan Chapter, 1983-1984; and

THEREFORE, BE IT RESOLVED that the Hertford County Board of Commissioners express its deepest appreciation for the outstanding contributions made by Dr. Sawyer during his nearly six decades of service to the County; and extends its best wishes as he approaches retirement; and

BE IT FURTHER RESOLVED that a copy of this resolution be entered permanently into the minutes of the Hertford County Board of Commissioners.

Adopted this the first day of May 2023.

Hertford County Board of Commissioners

(SEAL)

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

ATTEST:

Dr. Renee Tyler, NCCCC/Clerk to the Board

Dr. Sawyer thanked the Board for honoring him and shared that his time practicing family medicine in Ahoskie since 1964 has been enjoyable, meaningful, and rewarding.

REQUEST CONSIDERATION FOR APPROVAL OF PROCLAMATION FOR OLDER AMERICANS' MONTH

Ms. Evans advised the Board that the proclamation for Older Americans' Month would be presented at a later date.

REQUEST CONSIDERATION OF COMMISSIONERS' SCHOLARSHIP RECOMMENDATIONS

On a motion by Com. Gatling and a second by Com. Douglas, the Board approved the Commissioners' Scholarship recommendations for \$1,000.00 to each recipient presented by Manager Cotton as follows: Early College High School students, Morgan Ashley Saunders and Kayla Wiggins and Hertford County High School students, Fantashya Thompson and Jayden Hermea Pugh.

COUNTY MANAGER'S REPORT

Manager Cotton presented the Department Directors to present their six-month reports as follows:

- Department of Social Services: Mrs. Brenda Brown, DSS Director, presented the agency report from November 2022 – April 2023 as follows sharing the missions, values, goals, program monthly activities, revenue, Medicaid expansion (affecting approximately 2,000 County citizens), internal caseloads, and the request for five new fulltime Income Maintenance Caseworker II positions.

The Board encouraged everyone to contact elected State officials for the reason that Hertford County has a great need and discussed the DSS internal audit process.

- Dept. of Emergency Management: Mr. Chris Smith, Emergency Management Director and Fire Marshal, presented the EMS report as follows sharing resources and trailer reports, performance goals, partnering agency meetings, the fire marshal summary, safety summary, 2022 HC Marine Unit/Sonar Deployment Response, the EMPG Progress Report, ratings report updates, as well as the EMS mission. Smith also shared that GIS and EMS are developing an assessment tool to provide real time data currently in the testing phase and working on improving the tool in order that the information is sent to the state and FEMA for quick turnaround.

Com. Mitchell commented acknowledging Patrick Dilday with EMS stating he was impressed with Mr. Dilday's rapport and demeanor assisting citizens and encouraged County department heads to not forget the people we serve and who pay for our jobs.

BOARD CHAIR'S/CLERK'S REPORT

Clerk Tyler shared the upcoming events calendar to include May is Mental Health Awareness Month, upcoming conferences, high school award nights and read the County mission statement.

COMMISSIONERS' COMMENTS

The Commissioners thanked everyone for attending the meeting.

Com. Gatling announced Roanoke Chowan Community College Graduation on May 5th.

On a motion by Com. Gatling and a second by Vice-Chair Mitchell, the Board approved to convene as the Board of Equalization and Review.

CONVENING AS THE BOARD OF EQUALIZATION AND REVIEW (E&R)

On a motion by Com. Gatling and a second by Vice-Chair Mitchell, the Board of E. & R approved the April 3, 2023, minutes as presented by Ms. Crystal Askew, Assistant Tax Assessor.

and to close the Board of E & R as presented and requested by Ms. Crystal Askew, Assistant Tax Assessor.

On a motion by Vice-Chair Mitchell and a second by Com. Horton, the Board of E & R closed for FY 2022-2023 as a result of no appeals being requested as reported by Ms. Askew.

On a motion by Com. Horton and a second by Com. Gatling, the Board returned to Regular Session.

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

On a motion by Vice Chair Mitchell and a second by Com. Douglas, the Board approved Ms. Keisha Ashe as the Interim Tax Assessor with the salary of \$56,900.00 on the condition that

she completes all training in two years.

RECESS MEETING

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