

Hertford County Board of Commissioners



REGULAR BOARD MEETING

Monday, March 4, 2024

9:00 AM

Mission: "To demonstrate a good return for tax dollars by delivering services that exceed the performance standards of the citizens that receive them. To this end, we will strive to create and maintain a work environment that, on balance, motivates Hertford County's workforce to consistently excel in the provision of those services."

**INTERIM COUNTY MANAGER**

Mr. Kevin Patterson

COUNTY ATTORNEY

Attorney Charles Revelle, III

CLERK TO THE BOARD

Dr. Renee Tyler

BOARD OF COMMISSIONERS

Mr. Andre` M. Lassiter, Sr., Chairman

Mr. John D. Horton, Vice-Chairman

Mr. Leroy Douglas

Mr. Ronald J. Gatling

Mr. William F. Mitchell, Jr.

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

Monday, March 4, 2024 – 9:00 AM

AGENDA**Meeting Called to Order – Chairman Andre` M. Lassiter, Sr.**

Invocation: Pastor John Porter, Meherrin Baptist Church, Murfreesboro, NC

Pledge Allegiance & History Presentation: C. S. Brown STEM High School

Memo #10324**Consent Agenda**

1. Request Approval of February 19, 2024 Minutes
2. Request Approval of the NCVTS Refunds: Teikeshia M. Archer, Edgar William Gamble, Jr., William Bruce Warrick, Jr.
3. Request Approval of Resolutions: Honoring Parker's Grove Baptist Church (Rev. Dr. Fernando Eugene Temple, Sr.) and Retirement of Pastor Robert Ashe, Pleasant Plains Baptist Church, Ahoskie, NC

Memo #10325

Human Resource Services: February New Hire & Vacancy Report

Memo #10326

Request Consideration of Board Appointment: Firefighters Relief Fund Board (Union)

Memo #10327

Recognition Presentations

Memo #10328

9:15 AM - Hertford County Planning Board Public Hearing For the Purpose of Hearing and Voting on the Newly Written Unified Development Ordinance (UDO)

Memo #10329

Request Consideration of Land Development Boards Joint Rules of Procedure (Planning Board and Board of Adjustment)

Memo #10330

Request Consideration of Approval of Donation of County Photos to Roanoke Community College Foundation

Memo #10331

Interim County Manager's Report: Southern Bank Building, Historic Committee, Access Chowan; Department Reports: EMS & Solid Waste

Memo #10332

Board Chair's/Clerk's Report

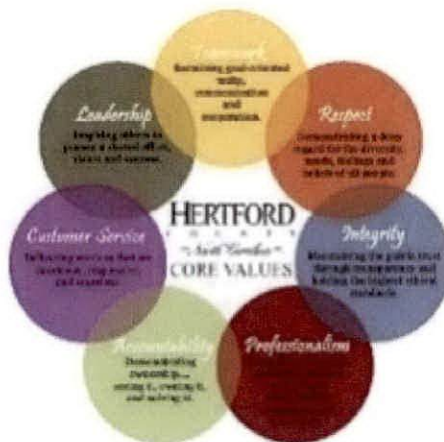
Memo #10333

Commissioners' Comments

Memo #10334

Closed Session (As allowed under NCGS § 143-318.11(a)(3) to consult with the County Attorney)

Recess Meeting (Reconvening to the Government Center for Budget Work Session)



Mission: To demonstrate a good return for tax dollars by delivering services that exceed the performance standards of the citizens that *receive them*. *To this end, we will strive to create and maintain a work environment that, on balance, motivates Hertford County's workforce to consistently excel in the provision of those services.*



Administrative Memorandum

REQUEST FOR BOARD ACTION

DATE: March 4, 2024

TO: Hertford County Board of Commissioners

FROM: Clerk Renee Tyler & Mrs. Martha Piland, Staff Accountant

DESCRIPTION: Memo # 10324

Consent Agenda

1. Request Approval of February 19, 2024 Minutes
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3. Request Approval of Resolutions: Honoring Parker's Grove Baptist Church (Rev. Dr. Fernando Eugene Temple, Sr.) and Retirement of Pastor Robert Ashe, Pleasant Plains Baptist Church, Ahoskie, NC

For Office Use: Required Signature Approval(s) if Applicable

Interim County Manager Signature _____

Date _____

County Attorney Signature _____

Date _____

HR/Risk Mgmt. Director Signature _____

Date _____

Finance Director Signature _____

Date _____

Funding source (if applicable): _____

Department Head Signature _____

Date _____

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

Minutes February 19, 2024 – 7:00 PM

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

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: Director Leslie Edwards, Director Kim Turner, Director Felicia Gaskins, Demarcus Thompson, PIO KaWania Parker, Director Brenda Brown, Director Stanley Lassiter, Director Chris Smith, and Sheriff Dexter Hayes.

Chairman Andre` M. Lassiter called the meeting to order and Pastor Jarvis Lee Parker, Kingdom Building Healing & Deliverance for All People, Ahoskie, NC provided the Invocation.

CONSENT AGENDA

On a motion by Com. Ronald J. Gatling seconded by Com. William F. Mitchell, Jr., that Board approved the Consent Agenda as follows:

- Approval of February 5, 2024 Minutes
- Approval of Taxpayer Refund: - Kristel Privott and Katrine S. Spruill

\$165.42- Kristel Privott: Vendor#8767 Refund for partial payment made on bill before DSO payment arrived.

\$260.00- Katrine S. Spruill: Vendor#16631 Refund for taxpayer was charged landfill & recycle but house was demolished 1/12/23.

- Approval of January 2024 Tax-Payer Releases

RELEASES FOR MONTH ENDING

January 2024

		LEVY	VALUE	TAX
AHOSKIE TOWNSHIP	NAME	YEAR	RELEASED	RELEASED
MURFREESBORO TOWNSHIP				
WINTON TOWNSHIP				
MANEY'S NECK TOWNSHIP				
ST. JOHN TOWNSHIP				
Bill#0000007823-2023-2023 Property is not habitable or is unoccupied with no electrical service during the period of July 1 through June 30 of the taxable year.	Lassiter, Jimmy K	2023		W01-\$130.00 W02-\$130.00
HARRELLSVILLE TOWNSHIP				

TOTAL VALUE APPROVED THIS REPORT (2023LEVY) \$
 TOTAL TAX RELEASED THIS REPORT (2023LEVY) \$
 TOTAL VALUE APPROVED THIS REPORT (PRIOR LEVY) \$0
 TOTAL TAX RELEASED THIS REPORT (PRIOR LEVY) \$0
 TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE SITE 2023) \$130.00
 TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATON 2023) \$130.00
 TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE SITE 2022) \$0
 TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2022) \$0

Respectfully submitted,
 Tammy H. Eason, Tax Collector

- Approval of Resolutions: In Honor of Black History Month:

Former Sheriff Mr. Juan Vaughan:



BOARD OF COMMISSIONERS

Mr. André Lassiter, Chairman
Mr. John D. Horton, Vice-Chairman
Mr. Leroy Douglas

Mr. Ronald J. Gatling
Mr. William F. Mitchell, Jr

BLACK HISTORY MONTH

RESOLUTION HONORING FORMER SHERIFF MR. JUAN VAUGHAN

- WHEREAS,** Hertford County Board of Commissioners recognizes the importance of Black History Month as an opportunity to reflect on the complex history of not only the United States but also to understand the experiences that have shaped Hertford County and its citizens; and
- WHEREAS,** Former Sheriff, Mr. Juan Vaughan was elected Sheriff December 1, 1997 and sworn in as Hertford County Sheriff on January 1, 1998, with the responsibility of enforcing laws for the safety, security of citizens and crime prevention; and
- WHEREAS,** during his tenure, the "Are You OK Program" was implemented in 2005 for Hertford County Senior Citizens and started the first 24-hour patrol in the county; and
- WHEREAS,** Former Sheriff Vaughan made himself available to the citizens of Hertford County both day and night, he served five consecutive four-year terms unopposed in each election, and served on numerous boards including the NC Sheriffs Training and Standards Commission and Governor Cooper's Transition Team; and
- WHEREAS,** After a 35-year career in law enforcement and 18+ years as Sheriff, he retired October 1, 2016; and

BE IT THEREFORE RESOLVED that the Hertford County Board of County Commissioners hereby congratulates and thanks Former Sheriff, Mr. Juan Vaughan, recognizing his outstanding contributions to Hertford County and his tireless record of community service to citizens.

BE IT FURTHER RESOLVED That an appropriate copy of this resolution be prepared for presentation

Adopted this the 19th day of February 2024.

Hertford County Board of Commissioners

ATTEST:

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

Dr. Renee Tyler, NCCCC Clerk to the Board

(SEAL)

Build Your Future on Our Foundation

115 Justice Drive ■ Suite 1 ■ Winton, North Carolina 27986

Mrs. Berna Stephens:



BOARD OF COMMISSIONERS

Mr. André Lassiter, Chairman
Mr. John D. Horton, Vice-Chairman
Mr. Leroy Douglas

Mr. Ronald J. Gatling
Mr. William F. Mitchell, Jr.

**BLACK HISTORY MONTH
RESOLUTION HONORING MRS. BERNA L. STEPHENS**

WHEREAS, Hertford County Board of Commissioners recognizes the importance of Black History Month as an opportunity to reflect on the complex history of not only the United States but also to understand the experiences that have shaped Hertford County and its citizens; and

WHEREAS, After 28 years, Mrs. Berna L. Stephens retired as an Insurance Claims Examiner assigned to Claims Modernization Project, and she began serving the citizens of Hertford County in 2017 on the Murfreesboro Town Council, serving currently as Murfreesboro Mayor Pro Tem; and

WHEREAS, as a member of the Hertford County Branch NAACP #5403 she advocates to achieve equity, political rights, and social inclusion by advancing policies and practices that expand human and civil rights, eliminate discrimination, and accelerate the well-being, education, and economic security of not only Black people but all persons of color; and

WHEREAS, Councilwoman Stephens' community affiliations include serving as a member of the African American Coalition to help connect City leadership with Hertford County citizens, the Murfreesboro Historical Association, Inc., Secretary of the Hertford/Northampton Partnership for Children, President of the C.S. Brown Regional Cultural Arts Center and Museum, President of the West Roanoke Baptist Association Women's Auxiliary, Chairperson of the JGBC Woman's Ministry, and Associate Pastor of Jordan Grove Baptist Church in Winton, NC; and

BE IT THEREFORE RESOLVED that the Hertford County Board of County Commissioners hereby congratulate and thanks Mrs. Berna L. Stephens, recognizing her outstanding contributions to Hertford County and her record of community service to citizens.

BE IT FURTHER RESOLVED that an appropriate copy of this resolution be prepared for presentation.

Adopted this the 19th day of February 2024.

HERTFORD COUNTY BOARD OF COMMISSIONERS

ATTEST:

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

Dr. Renee Tyler, NCCCC Clerk to the Board

(SEAL)

Build Your Future on Our Foundation

115 Justice Drive ■ Suite 1 ■ Winton, North Carolina 27986

Dr. Ricky Brooks:



BOARD OF COMMISSIONERS

Mr. André Lassiter, Chairman
Mr. John D. Horton, Vice-Chairman
Mr. Leroy Douglas

Mr. Ronald J. Gatling
Mr. William F. Mitchell, Jr.

**BLACK HISTORY MONTH
RESOLUTION HONORING DR. RICKY BROOKS**

WHEREAS, Hertford County Board of Commissioners recognizes the importance of Black History Month as an opportunity to reflect on the complex history of not only the United States but also to understand the experiences that have shaped Hertford County and its citizens; and

WHEREAS, Dr. Ricky Brooks earned a Bachelor of Science in Biology from the University of Virginia and Doctor of Medicine from the Medical College of Virginia, Richmond, Virginia. In order to fulfill a government federal indebtedness, he was placed in the FQHC Bertie County Rural Health Association in October 1987 with his scope of practice covering Hertford, Bertie, Martin, Gates, and Northampton Counties. During a time when Obstetrical Care and Delivery in the area was provided by only family care physicians, Dr. Brooks was recruited to Hertford County to have an impact on the high maternal and perinatal morbidity and mortality rate in Rural Northeastern North Carolina for mothers and babies; and

WHEREAS, He was the first OBGYN physician to service Bertie and Hertford County. Upon finishing his four-year government obligation, In 1992, he established a private practice in Hertford County while maintaining his affiliation with Bertie County Rural Health Association, providing obstetrical and gynecological services for that setting; and

WHEREAS, His service to Hertford County and Bertie County spans over 37 years. During this time, Dr. Brooks delivered approximately 6,000 babies and served as Chairman of the Obstetrics Department at Roanoke Chowan Hospital. He currently serves as the Chief Medical Officer of Bertie County Rural Health Association, was awarded Physician of the Quarter award (July 2008) and Outstanding Service award for 20 years of service from Roanoke Chowan Hospital. He has been a member of The Ahoskie Soul Saving Station Evangelistic Center for 24 years. Dr. Brooks serves as an Elder, Bible Study teacher, Evangelistic Prison Ministry Outreach Team Bible Study Teacher for the Bertie Correctional Institution in Windsor, North Carolina; and

BE IT THEREFORE RESOLVED that the Hertford County Board of County Commissioners hereby congratulates and thanks Dr. Ricky Brooks, recognizing his outstanding contributions to Hertford County and beyond and his tireless record of community service to citizens.

BE IT FURTHER RESOLVED that an appropriate copy of this resolution be prepared for presentation.

Adopted this the 19th day of February 2024.

Hertford County Board of Commissioners

ATTEST:

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

Dr. Renee Tyler, NCCCC Clerk to the Board

(SEAL)

Build Your Future on Our Foundation

115 Justice Drive ■ Suite 1 ■ Winton, North Carolina 27986

Clerk of Court Mrs. Shirley Johnson:



BOARD OF COMMISSIONERS

Mr. André Lassiter, Chairman
Mr. John D. Horton, Vice-Chairman
Mr. Leroy Douglas

Mr. Ronald J. Gatling
Mr. William F. Mitchell, Jr

BLACK HISTORY MONTH

RESOLUTION HONORING CLERK OF COURT MRS. SHIRLEY JOHNSON

WHEREAS, Hertford County Board of Commissioners recognizes the importance of Black History Month as an opportunity to reflect on the complex history of not only the United States but also but understand the experiences that have shaped Hertford County and its citizens; and

WHEREAS, in July 1976 Mrs. Shirley Johnson, Clerk of Court, began her distinguished career with Hertford County as the first black to work as a Deputy and Assistant Clerk in the Hertford County Clerk of Court Office. She was elected November 1990 as Clerk of Court and sworn in December 3, 1990. as one of the three first black Clerk of Courts sworn in in North Carolina. In addition to being the overall seeing all the functions of the employee in the office her responsibilities on a day-to-day bases include with the responsibility of providing access to an impartial forum for the resolution of disputes and efficient service and assistance to all court officials, related agencies, members of the bar, citizens of Hertford County and beyond; and

WHEREAS, having numerous judicial functions, Clerk of Court Johnson serves as Judge of Probate over matters regarding the probate of wills and administration of estates in Hertford County and presides over many other legal matters such as adoptions, incompetency and guardianship proceedings, partitions of real property, name changes, real estate foreclosures and petitions for surplus funds; and

WHEREAS, Clerk of Court Mrs. Shirley Johnson in her distinction as the Clerk of Court for Hertford County, performs her duties and services to With zeal and acuity for 34 years with her greatest contributions being her care for her family, extended family of New Beginnings Church, Murfreesboro, North Carolina (*serving as Pastor*), and the citizens of Hertford County and beyond, preserving and ensuring the integrity of the Court and the public's respect for it; and

BE IT THEREFORE RESOLVED that the Hertford County Board of County Commissioners hereby congratulates and thank Clerk of Court Mrs. Shirley Johnson for her extraordinary dedication and unprecedented devotion; and recognizing his outstanding contributions to Hertford County and his tireless record of community service to citizens.

BE IT FURTHER RESOLVED that an appropriate copy of this resolution be prepared for presentation.

Adopted this the 19th day of February 2024.

Hertford County Board of Commissioners

ATTEST:

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

Dr. Renee Tyler, NCCCC Clerk to the Board

(SEAL)

- In Honor of Long-Standing Ministries: New Ahoskie Baptist Church (Pastor Dorian T. Daniels, Sr.)



BOARD OF COMMISSIONERS

Mr. André Lassiter, Chairman
Mr. John D. Horton, Vice-Chairman
Mr. Leroy Douglas

Mr. Ronald J. Gatling
Mr. William F. Mitchell, Jr

**A RESOLUTION IN HONOR OF
NEW AHOSKIE BAPTIST CHURCH**

WHEREAS, the Hertford County Board of Commissioners takes great pleasure in paying tribute to New Ahoskie Baptist Church (NABC) for its commitment to making a sustainable avenue for the citizens of Hertford County, who have greatly benefitted through its various community services; and

WHEREAS, NABC, since its inception in 1866, has championed causes involving civil and human rights, voting registration drives, food pantries, education initiatives, utility assistance, and accordingly, is a significant asset to the community; and

WHEREAS, NABC has for more than 158 plus years been the place of worship for community leaders who have served in various capacities, including teachers, social workers, business leaders, clergy, and members of the judiciary; and

WHEREAS, NABC has shown through their ministries, actions, and good works, compassion in supporting Relay For Life, Hertford County Public Schools through supply drives, coat drives for children in the various communities, after-school programs, and numerous other causes; and

BE IT THEREFORE RESOLVED that Hertford County Board of Commissioners honors and recognizes Pastor Dorian T. Daniels, Sr. as the Servant Leader, the officers, and members of New Ahoskie Baptist Church for their tireless contributions to community service in Hertford County.

BE IT FURTHER RESOLVED that an appropriate copy of this resolution be prepared for presentation.

Adopted this the 19th day of February, 2024.

Hertford County Board of Commissioners

ATTEST:

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

Dr. Renee Tyler, NCCCC Clerk to the Board

(SEAL)

New Haven Missionary Baptist Church, Murfreesboro (Pastor Lloyd S. Gatling, Jr.):



BOARD OF COMMISSIONERS

Mr. André Lassiter, Chairman
Mr. John D. Horton, Vice-Chairman
Mr. Leroy Douglas

Mr. Ronald J. Gatling
Mr. William F. Mitchell, Jr.

**A RESOLUTION IN HONOR OF
NEW HAVEN MISSIONARY BAPTIST CHURCH**

- WHEREAS,** New Haven Missionary Baptist Church was established in 1866 about a year after the Civil War was ended; and
- WHEREAS,** Bro. Carter Lassiter built the first bush shelter when New Haven Missionary Baptist Church started on the church property, years later a wood church was built; and in 1871 its membership was 105; and
- WHEREAS,** in 1954 Pastor John J. Joyner deeded a tract of land to trustees of Mapleton and Murfreesboro Masonic Lodge (later it became a portion of the present property of New Haven Church) and on September 2, 1998, a deed of gift was given to New Haven Missionary Baptist Church by Mrs. Jennie Mae Parker, totaling 3.1837 acres of land; and
- WHEREAS,** In July 2001, Reverend Lloyd S. Gatling, Jr. was called to Pastor New Haven Missionary Baptist Church as its ninth Pastor. Under his leadership, two deacons were ordained, 5th Sunday Service was added, remodeling was completed for the fellowship hall, additional amenities were installed, a Scholarship Fund was established in 2007 along with the Alice P. Lassiter Children's Fund; and
- WHEREAS,** New Haven Missionary Baptist Church has made beneficial contributions to citizens of Hertford County and surrounding communities through the years providing ministry opportunities and security for families and citizens of Hertford County; and

THEREFORE, BE IT RESOLVED, that the Hertford County Board of County Commissioners hereby congratulates and honors New Haven Missionary Baptist Church for its tireless contributions to community service in Hertford County.

BE IT FURTHER RESOLVED that an appropriate copy of this resolution be prepared for presentation.

Adopted this the 19th day of February 2024.

Hertford County Board of Commissioners

ATTES T

The Honorable Andre' M. Lassiter, Sr. Chairman
(SEAL)

Dr. Renee Tyler, NCCCC, Clerk to the Board

Build Your Future on Our Foundation

115 Justice Drive ■ Suite 1 ■ Winton, North Carolina 27986
Phone 252-358-7823 ■ Fax 252-358-0198 ■ www.hertfordcountync.gov

- Approval of Roanoke-Chowan Community College Resolution in Support of Propel NC



BOARD OF COMMISSIONERS

Mr. André Lassiter, Chairman
Mr. John D. Horton, Vice-Chairman
Mr. Leroy Douglas

Mr. Ronald J. Gatling
Mr. William F. Mitchell, Jr.

RESOLUTION IN SUPPORT OF PROPEL NC

WHEREAS, For more than 50 years, Roanoke-Chowan Community College has served the counties of Hertford, Bertie, and Northampton and its citizens by opening the door to education and career training; and

WHEREAS, All counties served by Roanoke-Chowan Community College benefit from the excellent training the college provides to future health care practitioners and applied technical training workforce; and

WHEREAS, Roanoke-Chowan Community College annually contributes approximately \$33 million to the regional income; equivalent to 1.6% of the gross regional product and supporting one out of every 45 jobs; and

WHEREAS, Healthcare job growth is expected to increase 18.1% in the coming years, which is 3 times that of other job sectors; and

WHEREAS, Job growth in the applied technical training areas (industrial technology, electronics, heating, air conditioning, and refrigeration; machinery; welding; forklift; and commercial truck driving) is expected to increase by 2025 resulting in 1,336 jobs being available in the college's service delivery area; and

WHEREAS, Roanoke-Chowan Community College must be able to offer training to provide the credentials needed by industry; and

WHEREAS, Roanoke-Chowan Community College needs to be able to attract instructors to teach high-demand high-wage programs to the people of Hertford, Bertie, and Northampton Counties; and

WHEREAS, Propel NC will allow the North Carolina Community College System to continue to serve as a national leader in higher education and workforce development; and

WHEREAS, Propel NC will allow Roanoke-Chowan Community College to continue to provide quality training and education to support business and industry needs.

THEREFORE, BE IT RESOLVED that the Hertford County Board of Commissioners unanimously supports Propel NC and the North Carolina Community College System train a highly qualified workforce and meet industry needs quickly and efficiently on this 8th day of February 2024 in the town of Ahoskie, NC.

Adopted this the 19th day of February 2024.

Hertford County Board of Commissioners

ATTEST

Dr. Renee Tyler, NCCCC, Clerk to the Board

The Honorable Andre' M. Lassiter, Sr. Chairman
(SEAL)

Build Your Future on Our Foundation

115 Justice Drive ■ Suite 1 ■ Winton, North Carolina 27986
Phone 252-358-7823 ■ Fax 252-358-0198 ■ www.hertfordcountync.gov

**REQUEST APPROVAL OF AMENDMENT TO HERTFORD COUNTY BUDGET
ORDINANCE FISCAL YEAR -2024 BUDGET AMENDMENT #12 AND THE OPIOID
SETTLEMENT BUDGET ORDINANCE, AND DECEMBER MONTHLY
FINANCIAL REPORT**

On a motion by Com. Mitchell, seconded by Com. Douglas, the Board approved Budget Ordinance FY 2024 Budget Amendment 12 totaling \$219,234.00 as presented by Ms. 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:

REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
General Fund	100112-448500	Fund Balance Appropriation	\$ 3,600	
ROAP	100060-413500	Rural Operating Assistance Program	\$ 125,211	
General Fund	100100-415500	Insurance Claims	\$ 673	
ARPA - Mideast Commission	100061-417708	ARPA Senior Center Ops	\$ 19,000	
ARPA - Mideast Commission	100061-416600	ARPA Congregate Nutrition	\$ 32,680	
ARPA - Mideast Commission	100061-416700	ARPA Home Delivered Meals	\$ 37,860	
Aging	100080-527012	Earmarked Funds	\$ 210	
Total Changes in Revenue			\$ 219,234	\$ -

Net Change in Revenue	\$219,234
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Appropriations	109000-500011	Amanda S. Cherry Appropriation	\$ 3,600	
ROAP	104342-568600	EDTAP - Aging	\$ 26,580	
ROAP	104342-568900	EDTAP - DSS	\$ 15,000	
ROAP	104342-568700	RGP	\$ 74,098	
ROAP	104342-568901	Employment	\$ 9,533	
Sheriff	104180-535201	Maint and Repair Vehicle	\$ 673	
Aging	104390-569304	ARPA Senior Center Ops	\$ 19,000	
Aging	104390-569302	ARPA Congregate Nutrition	\$ 32,680	
Aging	104390-539303	ARPA Home Delivered Meals	\$ 37,860	
Aging	104380-527000	Earmarked Funds	\$ 210	
Total Changes in Expenditures			\$ 219,234	\$ -

Net Change in Expenditures	\$219,234
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Explanation:

Amanda S. Cherry Resource Center - County Commissioners' Appropriation 3,600.00

ROAP - Final Funding allocation original budgeted at 30,000.00 budget amendment to increase budget to final funding.

ARPA Mid-East Commission - Allocated additional ARPA funds to Aging 19,000.00, 32,680.00, and 37,860.00.

Aging - Donations received 210.00.

Aslie A. Edwards 02.12.24
Finance Director Date

Amendment # 12
Approved: _____
Posted: _____

On a motion by Com. Gatling, seconded by Vice-Chair Horton, the Board approved the Ordinance for HC Opioid Settlement Funds totaling \$172,700 as follows:

Budget Ordinance for the Hertford County Opioid Settlement Funds

BE IT ORDAINED by the county commissioners of Hertford County, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following budget ordinance is hereby adopted:

Section 1: This ordinance is to establish a budget for the county's opioid settlement funds. According to a Memorandum of Agreement (NC MOA) executed by the county and State of North Carolina, the opioid settlement funds are legally restricted to certain purposes:

Option A: A county may fund one or more strategies from a shorter list of high-impact strategies to address the epidemic; or

Option B: If the county first undertakes a collaborative strategic planning process it may choose a strategy from the shorter list of Option A strategies or a longer list of strategies included in the national settlements.

Section 2: Pursuant to the NC MOA, the county commissioners have adopted an Authorizing Resolution that identifies the strategies that the county intends to undertake.

Section 3: The following amounts are appropriate under contingency until the Hertford County commissioners' appropriate funds for a specific purpose:

• Contingency	\$ 172,700.00
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Section 4: The following revenues are anticipated to be available:

• Revenue	\$ 172,700.00
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Section 5: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting and other compliance records to satisfy the requirements of the NC MOA and state law.

Section 6: The Finance Officer is hereby directed to report the financial status of the project(s) to the governing board on a quarterly basis.

Section 7: Copies of this budget ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to the Board.

Andre` M. Lassiter, Sr., Chairman

Renee Tyler, NCCC Clerk to the Board

Ms. Edwards presented the December 2023 Finance Report as follows:

County of Hertford
Monthly Financial Report

December 2023



Leslie H. Edwards, Finance Director



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Letter of Transmittal

February 19, 2023

County Administration and the Finance Department are pleased to present the December 31, 2023, Monthly Financial Report (MFR) to the Board of County Commissioners and the Citizens of Hertford County.

The MFR is intended to provide informative and relevant financial data to the Board of County Commissioners and the Citizens of Hertford County. The MFR includes highlights of the County's financial position and relative stability as of December 31, 2023. The financial information, which is unaudited, includes a comparative analysis of the General Fund as well as the Enterprise Fund(s) revenues and expenditures to date for the periods ending December 31, 2022, and 2023.

Interpretative Note: the figures, amounts, data points and percentages contained in the MFR will be impacted by timing differences in receipts and payments from the comparative fiscal years. These timing anomalies are most pronounced early in the Fiscal Year due to the ad valorem tax receipt deadline and the quarterly disbursement cycle of sales tax revenues. Further, all funds except the Enterprise Funds are accounted for on a modified accrual basis of accounting as required by the North Carolina General Statute § 159-26(c). Under modified accrual accounting, revenues are reported when they are both measurable and available. Expenditures are recorded in the period in which the liability is incurred, except for interest on long-term debt and accrued compensated absences. The Enterprise Funds use full accrual accounting, recording revenues when earned and expenditures when incurred.

Exhibit 1 indicates that as of December 31, 2023, General Fund revenues totaled \$14.8 million, which equates to 47.9% of the budgeted annual revenues (does not include transfers).

Exhibit 2 provides an overview of the delinquent tax figures.

Exhibit 3 indicates that as of December 31, 2023, General Fund expenditures totaled \$13.4 million, which equates to 43.5% of the budgeted annual expenditures.

Exhibit 4 indicates that as of December 31, 2023, Southern Rural Water District Fund revenues totaled \$654 thousand, which equates to 49.3% of the budgeted annual revenue and the expenditures totaled \$819 thousand, which equates to 61.8% of the budgeted annual expenditures (these do not include transfers).

Exhibit 5 indicates that as of December 31, 2023, Northern Rural Water District Fund revenues totaled \$266 thousand, which equates to 37.1% of the budgeted annual revenue and the expenditures totaled \$352 thousand, which equates to 62.3% of the budgeted annual expenditures (these do not include transfers).

Exhibit 6 indicates that as of December 31, 2023, Tunis Sewer District Fund revenues totaled \$15 thousand, which equates to 31.4% of the budgeted annual revenue as well as expenditures totaled at \$12 thousand which equates to 24.9% of the budgeted annual expenditures (this does not include transfers).

Exhibit 7 indicates that as of December 31, 2023, Sanitation (Solid Waste) Fund revenues totaled \$1.1 million, which equates to 60.6% of the budgeted annual revenue (this does not include transfers) & Sanitation (Solid Waste) Fund expenditures totaled \$808 thousand, which equates to 43% of the budgeted annual expenditures (this does not include transfers).

Exhibit 8 is a descriptive illustration of the County's outstanding long-term debt as of December 31st for Fiscal Years 2021 to 2024, as well as the debt related activity for the period ending December 31, 2023.

Respectfully Submitted,

Leslie H. Edwards
Finance Director

Comparative Statement General Fund Revenues

As a point of comparison, the County's total General Fund revenue collection is not noticeably different from the same reporting period in Fiscal Year 2022-2023. County staff continues to monitor Federal and State legislative trends, which may impact our local economy. Lastly, County staff will analyze revenue collection statistics and offer recommendations to the Board of County Commissioners to ensure that the County maintains fiscal prudence and financial solvency.

As of December 31, 2023, General Fund revenues totaled \$14.8 million, which equates to 47.9% percent of the budgeted revenues that have been collected by the County.

Revenues may not track consistently with the calendar since many revenue sources have due dates that do not occur consistently throughout the Fiscal Year. Large revenue sources, such as ad valorem and personal property tax revenues are remitted throughout the year with a single deadline occurring in January of each year.

Exhibit 1

Description	Fiscal Year 2022-2023			Fiscal Year 2023-2024		
	Budgeted	Year to Date Actuals	Percentage of Actuals to Budgeted	Budgeted	Year to Date Actuals	Percentage of Actuals to Budgeted
Ad Valorem Taxes	\$ 13,078,001	\$ 10,110,372	77.3%	\$ 13,404,491	\$ 9,981,066	74.5%
Vehicle Taxes	23,500	3,621	15.4%	8,400	2,648	31.5%
NC New Vehicle Taxes	1,507,750	716,222	47.5%	1,883,300	723,672	38.4%
Sales Taxes	5,739,595	1,636,125	28.5%	6,504,225	1,569,615	24.1%
Other Taxes & Licenses	82,600	31,864	38.6%	70,000	29,579	42.3%
Unrestricted Intergovernmental	61,500	-	0.0%	57,000	561	1.0%
Restricted Intergovernmental	732,560	355,174	48.5%	404,000	314,582	77.9%
Restricted Intergovernmental- Aging	353,759	209,278	59.2%	351,944	129,253	36.7%
Restricted Intergovernmental- DSS	2,697,908	1,335,863	49.5%	3,255,283	1,158,908	35.6%
Permits and Fees	185,600	114,394	61.6%	173,900	90,232	51.9%
Sales and Services	1,536,427	634,246	41.3%	1,190,540	664,632	55.8%
Investment Earnings	17,000	65,954	388.0%	40,000	46,910	117.3%
Miscellaneous	127,957	126,893	99.2%	61,568	70,839	115.1%
Transfer Funds	47,243	-	0.0%	217,087	57,452	26.5%
DSS Donation	-	2,010	100.0%	-	-	100.0%
COVID Relief Funds/FEMA Reimb.	-	18,122	0.0%	-	-	0.0%
Fund Balance Appropriation	3,271,314	-	0.0%	3,373,526	-	0.0%
Totals	\$ 29,462,714	\$ 15,360,138	52.1%	\$ 30,995,264	\$ 14,839,949	47.9%

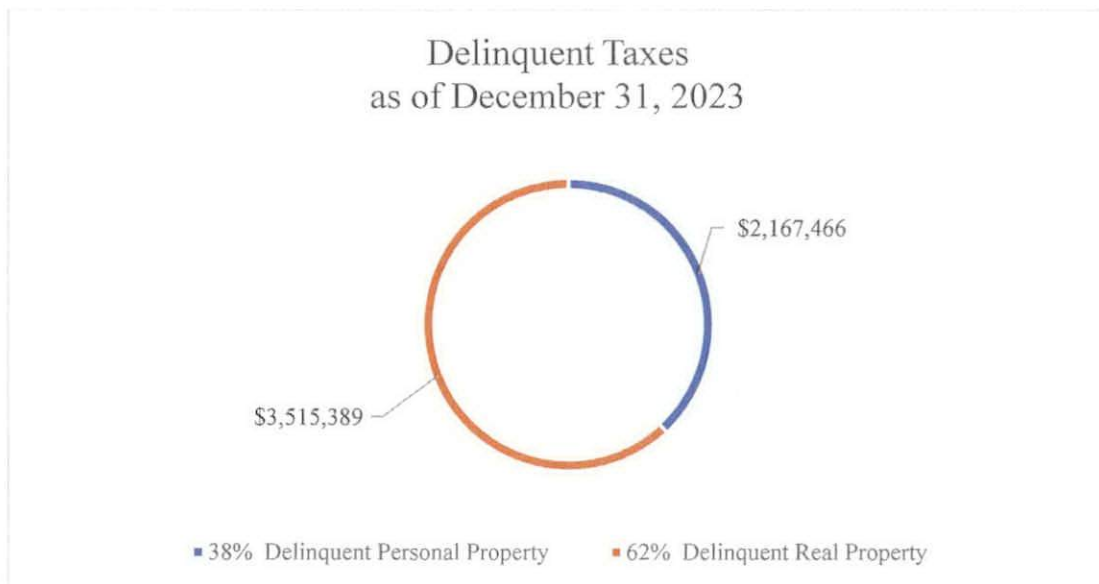
Delinquent Taxes

The Board of County Commissioners recognizes the significance and equity of collecting Delinquent Taxes. As such, the Board directed County staff to develop and implement a plan to ultimately increase the collection rate to 99% percent. As of the Fiscal Year 2021-2022 Audit, the County's collection rate is 96.58%. The collection remedies for collecting delinquent taxes are provided in North Carolina General Statute § 105-366 through North Carolina General Statute § 105-375. The appointed Tax Collector may utilize attachment and garnishment, levy and sale of personal property, foreclosure, etc. to collect delinquent taxes. Based on the guidance from the Commissioners and the collection remedies available, County staff have devised a comprehensive plan to achieve the Board's goal.

As of December 31, 2023, the delinquent taxes balance was \$5.6 million which equates to 30% percent of the total tax levy. As a point of reference, one (0.01¢) penny on the tax rate generates approximately \$171,348 in tax revenue. The delinquent taxes balance equates to approximately ten (0.10¢) cents on the tax rate.

*Assumes collection rate of 100%

Exhibit 2



Comparative Statement General Fund Expenditures

As of December 31, 2023, the General Fund expenditures for Fiscal Year 2023-2024 totaled \$13.4 million, at 43.5% of the annual budgeted amounts.

General Fund expenditures are monitored and appropriation recommendations are submitted to the Commissioners throughout the Fiscal Year in accordance with the Board's guidance, statutory requirements, external economic variables as well as General Fund revenue receipts.

Exhibit 3

Description	Fiscal Year 2022-2023			Fiscal Year 2023-2024		
	Budgeted	Year to Date Actuals	Percentage of Actuals to Budgeted	Budgeted	Year to Date Actuals	Percentage of Actuals to Budgeted
Governing Body	\$ 258,290	\$ 158,356	61.3%	\$ 252,555	\$ 112,017	44.4%
Fees For Taxes	50,000	29,553	59.1%	92,500	28,963	31.3%
Administration	575,633	299,262	52.0%	784,408	435,414	55.5%
Hr & Risk Services	477,035	237,988	49.9%	681,585	323,396	47.4%
Finance	470,359	237,044	50.4%	508,185	199,281	39.2%
Tax Assessor	313,595	89,764	28.6%	360,205	133,347	37.0%
Tax Collector	248,990	116,717	46.9%	294,949	124,250	42.1%
Elections	268,221	194,117	72.4%	224,232	103,957	46.4%
Register Of Deeds	213,528	60,147	28.2%	270,824	125,005	46.2%
Land Records	265,458	109,352	41.2%	280,588	118,724	42.3%
Sheriff	2,847,384	1,153,366	40.5%	2,752,351	1,289,683	46.9%
Jail	2,023,500	797,712	39.4%	2,287,558	1,069,720	46.8%
Emergency Management	306,973	135,569	44.2%	386,577	187,801	48.6%
Emergency Services	1,882,029	819,411	43.5%	1,594,242	679,051	42.6%
E911 Central Communications	775,350	366,836	47.3%	787,618	314,639	39.9%
Animal Control	123,606	50,589	40.9%	162,090	60,477	37.3%
Medical Examiner	16,800	400	2.4%	16,000	-	0.0%
Building Inspections	159,742	79,613	49.8%	174,374	84,585	48.5%
Economic Development	131,057	47,632	36.3%	153,647	49,258	32.1%
Public Buildings	1,332,842	647,802	48.6%	1,618,440	824,026	50.9%
Veterans Service	70,936	38,182	53.8%	85,708	38,962	45.5%
Soil Conservation	143,697	43,267	30.1%	133,112	40,609	30.5%
Coop Extension	160,249	54,722	34.1%	170,812	72,373	42.4%

Exhibit 3 Continued

Steps to Health Grant	1,200	-	0.0%	1,200	68	5.7%
Health Department	532,312	269,220	50.6%	536,536	258,923	48.3%
Courts Department	91,750	63,439	69.1%	92,975	81,451	87.6%
Mental Health	86,400	43,091	49.9%	86,400	44,671	51.7%
Community Based Alternative	108,000	54,000	50.0%	115,000	57,500	50.0%
DJJ & Delinquency Prevention	137,203	65,656	47.9%	138,910	66,273	47.7%
ROAP Grant	129,909	60,811	46.8%	30,000	14,091	47.0%
Legal Department	84,000	42,000	50.0%	84,000	42,000	50.0%
Central Services	20,500	8,574	41.8%	21,500	5,908	27.5%
Central Services-Telephone	227,030	111,137	49.0%	123,500	59,783	48.4%
Central Services-Tech Support	857,119	501,901	58.6%	800,825	366,161	45.7%
Aging Administration	394,781	189,238	47.9%	529,350	243,192	45.9%
Aging - Public Assistance	369,114	171,591	46.5%	370,800	195,124	52.6%
DSS Administration	2,770,528	1,262,115	45.6%	3,386,063	1,502,439	44.4%
DSS - Public Assistance	1,002,267	430,329	42.9%	974,914	342,611	35.1%
DSS - Grants	35,000	10,530	30.1%	35,000	16,632	47.5%
Local Funds	409,200	188,241	46.0%	464,561	196,070	42.2%
Debt Service - Judicial Center	875,819	119,859	13.7%	847,069	106,804	12.6%
Debt Service - DSS Renovation	270,522	-	0.0%	265,097	-	0.0%
Debt Service - AES School	588,800	44,400	7.5%	577,700	38,850	6.7%
Contribution Fire/Rescue	410,834	164,216	40.0%	386,542	202,453	52.4%
Public Schools	5,477,792	2,737,210	50.0%	5,555,598	2,666,158	48.0%
Special Appropriations	177,391	101,285	57.1%	217,319	148,728	68.4%
Operating Transfers	990,649	466,344	47.1%	1,031,845	413,053	40.0%
Contingency	299,320	-	0.0%	250,000	-	0.0%
Transfers/Adjustments	-	-	0.0%	-	-	100.0%
Totals	\$ 29,462,714	\$ 12,872,588	43.7%	\$ 30,995,264	\$ 13,484,481	43.5%

Comparative Statement Enterprise Fund Revenues & Expenditures

Hertford County has one kind of Proprietary Fund. Enterprise Funds are used to report the same functions presented as business-type activities in the government-wide financial statements. Hertford County uses Enterprise Funds to account for its water and sewer activities and for its sanitation operations. Actual revenues and expenditures for the Enterprise Funds are recorded on the full accrual accounting basis method, meaning that revenues are recorded when earned and expenditures when incurred.

Hertford County operates four (4) Enterprise Funds to include: 1) Southern Rural Water District Fund, 2) Northern Rural Water District Fund, 3) Tunis Sewer District Fund & 4) Sanitation (Solid Waste) Fund. Enterprise Funds distinguish operating revenue and expenses from non-operating items. Operating revenues and expenses generally result from providing services as well as producing and delivering goods in connection with an Enterprise Fund's principal ongoing operations.

The budgeted figures for Fiscal Year 2023-2024 were established to support the ongoing operations and anticipated capital improvements for each Enterprise Fund. The budgeted revenue figures include estimated carryover from the prior Fiscal Year. Actual carryover amounts from Fiscal Year 2022-2023 to Fiscal Year 2023-2024 are reported as a component of operating revenue.

Exhibit 4

Description	Fiscal Year 2022-2023			Fiscal Year 2023-2024		
	Budgeted	Year to Date Actuals	Percentage of Actuals to Budgeted	Budgeted	Year to Date Actuals	Percentage of Actuals to Budgeted
Southern Rural Water District Revenue	\$ 975,413	\$ 476,085	48.8%	\$ 1,326,710	\$ 654,394	49.3%
Southern Rural Water Expense	975,413	658,586	67.5%	1,326,710	819,271	61.8%

Exhibit 5

Description	Fiscal Year 2022-2023			Fiscal Year 2023-2024		
	Budgeted	Year to Date Actuals	Percentage of Actuals to Budgeted	Budgeted	Year to Date Actuals	Percentage of Actuals to Budgeted
Northern Rural Water District Revenue	\$ 464,640	\$ 204,693	44.1%	\$ 564,951	\$ 266,088	47.1%
Northern Rural Water Expense	464,640	299,275	64.4%	564,951	352,073	62.3%

Exhibit 6

Description	Fiscal Year 2022-2023			Fiscal Year 2023-2024		
	Budgeted	Year to Date Actuals	Percentage of Actuals to Budgeted	Budgeted	Year to Date Actuals	Percentage of Actuals to Budgeted
Tunis Sanitary Sewer District Revenue	\$ 33,543	\$ 13,807	41.2%	\$ 48,100	\$ 15,094	31.4%
Tunis Sanitary Sewer District Expense	33,543	4,973	14.8%	48,100	11,993	24.9%

Exhibit 7

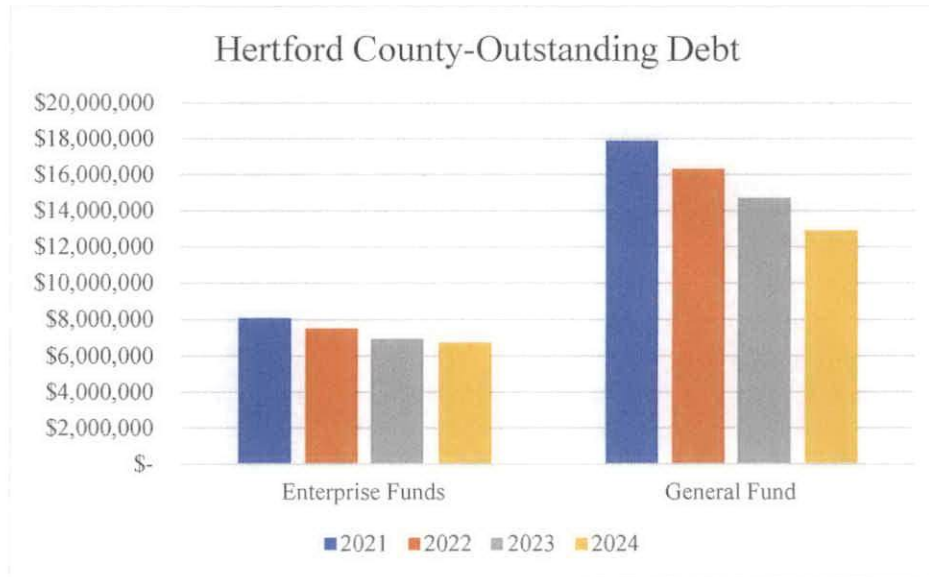
Description	Fiscal Year 2022-2023			Fiscal Year 2023-2024		
	Budgeted	Year to Date Actuals	Percentage of Actuals to Budgeted	Budgeted	Year to Date Actuals	Percentage of Actuals to Budgeted
Solid Waste Revenue	\$ 1,290,287	\$ 967,005	74.9%	\$ 1,879,662	\$ 1,139,707	60.6%
Solid Waste Expense	1,290,287	642,308	49.8%	1,879,662	808,869	43.0%

Outstanding Long-Term Debt

In the Government-wide Financial Statements and Proprietary Fund (Enterprise Fund) types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities on the statement of net position.

As part of the budget development process each Fiscal Year and in accordance with North Carolina General Statute § 159-35 & North Carolina General Statute § 159-36, Hertford County is required to appropriate adequate funding to satisfy all principal and interest payments associated with any long-term debt prior to contemplating any other expense or expenditure.

Exhibit 8



					FY 2024	Debt
	Debt Outstanding	Debt Outstanding	Debt Outstanding	Debt Outstanding	Annual Debt	Retirement
	2021	2022	2023	2024	Service	Date
<i>Enterprise Funds</i>					Payment	
Northern Water District	\$ 3,417,969	\$ 3,214,089	\$ 3,010,569	\$ 2,807,409	\$ 202,800	FY 59
Southern Water District	\$ 4,230,340	\$ 3,877,812	\$ 3,525,284	\$ 3,525,284	\$ 352,529	FY 59
Tunis Sanitary District	\$ 417,394	\$ 404,626	\$ 391,999	\$ 379,516	\$ 12,341	FY 54
Subtotal Enterprise Funds	\$ 8,065,703	\$ 7,496,527	\$ 6,927,852	\$ 6,712,209	\$ 567,670	
<i>General Fund</i>						
DSS Renovation	\$ 2,099,066	\$ 1,817,693	\$ 1,541,745	\$ 1,271,224	\$ 265,096	FY 28
Judicial Center	\$ 10,155,488	\$ 9,240,769	\$ 8,351,050	\$ 7,476,331	\$ 845,968	FY 33
Ahoskie Elementary School	\$ 5,625,608	\$ 4,999,500	\$ 4,399,600	\$ 3,810,800	\$ 577,700	FY 30
USDA - Ambulance, QRV, Generator	\$ -	\$ 260,030	\$ 234,027	\$ 208,024	\$ 26,003	FY 30
Southern Bank - John Deere 4WD Loader	\$ -	\$ -	\$ 160,730	\$ 119,622	\$ 40,495	FY 26
Subtotal General Fund	\$ 17,880,162	\$ 16,317,992	\$ 14,687,153	\$ 12,886,001	\$ 1,755,262	
Totals	\$ 25,945,865	\$ 23,814,519	\$ 21,615,005	\$ 19,598,210	\$ 2,322,932	

HCPS School Capital Outlay Requests

Fiscal Year 2023-2024

Capital Outlay Request #	Date	Description	Amount
Request # 1	9/20/2023	Painting, HVAC Mini Splits, Restroom Remodel (HCMS)	\$164,088.74
Request # 2	10/2/2023	HCMS White Boards and Painting	\$181,853.75
Request # 3	11/1/2023	HCMS Doors and Hardware	\$ 22,768.93
Total			\$368,711.42

RCCC Capital Outlay Requests

Fiscal Year 2023-2024

Capital Outlay Request #	Date	Description	Amount
Total			\$ -

**REQUEST CONSIDERATION OF BOARD APPOINTMENTS: FIREFIGHTERS
RELIEF FUND BOAD (AHOSKIE & UNION)**

On a motion by Com. Mitchell, seconded by Com. Douglas, the Board appointed Kyle Christopher Simmons to the Firefighters relief Fund Board (Union) for a two-year term, effective February 19, 2024 and expiring June 30, 2026.

On a motion by Com. Mitchell, seconded by Com. Douglas, the Board appointed Michelle White to the Firefighters relief Fund Board (Ahoskie) for a two-year term, effective February 19, 2024 and expiring January 31, 2026.

PUBLIC COMMENT

No public comment was made.

**APPROVAL OF INTERNSHIP PROGRAM POLICY AND ADOPTION OF NC 457
DEFERRED COMPENSATION PLAN**

On a motion by Com. Gatling, seconded by Com. Douglas, the Board approved the Internship Program Policy as presented by Ms. Kimberly Turner, Director of Human Resources/Risk Management, as follows:

HERTFORD COUNTY INTERNSHIP PROGRAM POLICY

1. Policy

It shall be the policy of Hertford County to provide Hertford County students with a unique opportunity to learn how local government operates, gain professional experience in their assigned county department, develop a comprehensive perspective on the mission and vision of Hertford County, and opportunities for networking and professional development.

2. Eligibility

- A. Must be a Hertford County School Student and/or Graduate
- B. Must be a Hertford County Resident
- C. Age 17 and up (Junior/Senior in high school or accepted/wait listed to college)
- D. Must submit a Hertford County Internship Application with Letter of Interest, Resume, and two Reference Letters
- E. Subject to Criminal Background Check

3. Procedure

- The Hertford County Board of Commissioners will allocate funds for the internship program each fiscal year. Ten positions will be funded.
- The Hertford County Board of Commissioners will set wages for interns each fiscal year (currently set at \$10 per hour).
- The Hertford County Board of Commissioners will set the time period(s) for accepting internships during the year. (*April 1, 2024-May 8, 2024*)
- Internship applications (attached) will be accepted in the Hertford County Human Resources Department. Human Resources will collect all internship applications and submit to the Clerk to the Board.
- Internship applications will be presented to the Hertford County Board of Commissioners for review and approve selected applicants to the Internship Program for the year. (*May 20, 2024*)
- The Clerk to the Board will submit the selected intern candidates to Human Resources for placement and onboard.

4. Application Submission

- Summer Internship Applications must be submitted between April 1-second Monday in May.
- Winter Internships are open to college student interns only that have successfully completed the summer internship program.
- A letter of intent must be submitted by November 15th to be considered for winter internships.

Notes: *Submission does not guarantee award of internship. Internships are filled based on funding availability. Members of the same household will not work in the same departments.*



Hertford County Government Internship Program

115 Justice Drive Suite 1
 ■ Winton, North Carolina 27986
 Phone 252-358-7816
 ■ Fax 252-862-2702 ■
www.Hertfordcountync.gov

Program: The Summer and Regular Internship program with Hertford County Government, is a program that provides students and adults with a unique opportunity to learn how local government departments and agencies operate. Students will also gain professional experience in their assigned county department, develop a comprehensive perspective on the mission and vision of Hertford County, and opportunities for networking and professional development.

Mission: To provide our citizens with on-the-job training and professional development to prepare them for the workforce or to re-enter the workforce.

Requirements:

- Hertford County School Student/Graduate
- Hertford County Resident
- Age 17 and up (Junior/Senior in high school or accepted/wait listed to college)
- Subject to Criminal Background Check

How to Apply:

The attached application must be completed and submitted along with additional supporting documents outlined below by advertised deadline:

- Letter of Interest and Resume
- Two Reference Letters

Send the documents outlined above to Human Resources at jobs@hertfordcountync.gov or mail the packet to the following address:

Hertford County Local Government
Attn: Human Resources Department
 115 Justice Drive, Suite 1, Winton, NC 27896

Note: Submission does not guarantee award of internship. Internships are filled based on funding availability.

Hertford County Departments

Administration	Human Resources/Risk Management	Finance
Tax Assessor	Tax Collector	Elections
Register of Deeds	Land Records	Sheriff's Department
Emergency Management	Emergency Medical Services	Emergency Communications (E-911)
Inspections	Economic Development	Public Buildings
Veterans' Services	Soil Conservation	Aging
Department of Social Services (DSS)	Solid Waste	Public Works



Hertford County Government Internship Program

APPLICANT INFORMATION

First Name:	Middle Initial:	Last Name:
Email:		
Current Street Address:		
City:	State:	Zip:
Primary Phone #:	Secondary Phone #:	
Are you authorized to work in the United States of America?		Yes No
Do you have a valid driver's license?		Yes No
Have you ever been convicted of a felony or misdemeanor?		Yes No
If yes, state the type of offense, date, location and explanation:		

NOTE: A conviction (felony or misdemeanor) does not automatically eliminate you from employment consideration. However, failure to disclose criminal convictions may result in disqualification from internship employment consideration or may result in dismissal if you have been hired.

EDUCATION

Name of High School Attend(ed)		City, State	
Field of Study:			
Current Classification (please circle one): Freshman Sophomore Junior Senior			
Graduation Date (or expected date):		GPA:	
Undergraduate/Graduate Study: Name of College/University:		City, State	
Degree-seeking/received:			
Major:		Minor:	
Dates attend(ed):		GPA:	
Graduation Date (or expected date):			

INTERNSHIP EXPERIENCE

Will you receive college credits if offered this internship? Yes No		
Numbers of hours available per week		
Please list the days you are available per week Monday Tuesday		
In order of preference, please list up to three departments that you would like to apply for	1.	
	2.	
	3.	

Hertford County Government Internship Program

Certification of Application Information

I certify that the information provided to the previous questions is true and correct and that no attempt has been made to conceal pertinent information. I understand that if any information that was given by me on this application is found to be false or misleading, I will be subject to dismissal at any time, and will agree to hold officials and County employees harmless in that event.

Authorization to Obtain Information

I authorize Hertford County to perform a background investigation in connection with the internship with my application for an internship. This investigation may include information as to my criminal history, Division of Motor Vehicles records, present/past employers, professional references, military appropriate sources.

I authorize the release of any information that Hertford County may request from the above sources. All information received by the County will only be used by the County in accordance with applicable laws.

I understand that should I be offered an internship, it will be contingent upon a criminal background investigation.

Signature of applicant

Date

On a motion by Com. Gatling, seconded by Com. Mitchell, the Board adopted the NC 457 Deferred Compensation Plan with Interim County Manager Kevin Patterson executing the required documents as presented.

On a motion by Com. Mitchell, seconded by Com. Gatling, the Board convened as the Northern & Southern Rural Water District.

**CONVENING AS THE NORTHERN & SOUTHERN RURAL WATER DISTRICT:
REQUEST CONSIDERATION OF APPROVAL OF WATER SHORTAGE RESPONSE
PLANS**

On a motion by Com. Douglas, seconded by Vice-Chair Horton the Board approved the Water Shortage Response Plans as presented by Director Stanley Lassiter.

On a motion by Com. Mitchell, seconded by Com. Douglas, the Board returned to Regular Session.

RECOGNITIONS IN HONOR OF BLACK HISTORY MONTH

The following Black History honors were presented by Chairman Lassiter and the Commissioners as follows: In Honor of Black History Month: Former Sheriff Mr. Juan Vaughan, Mrs. Berna Stephens, Dr. Ricky Brooks & Clerk of Court Mrs. Shirley Johnson. In Honor of Long-Standing Ministries: New Ahoskie Baptist Church (Pastor Dorian T. Daniels, Sr.)

Chairman and the Commissioners thanked each honoree for being strong pillars in the County and for the impacts they've made over the years touching lives today that they may never know.

**INTERIM COUNTY MANAGER'S REPORT: AHOSKIE ELEMENTARY SCHOOL,
OFFER TO PURCHASE, 718 EVANS ST, TAX COLLECTOR – DEPARTMENT
REPORT – EMERGENCY MANAGEMENT**

Interim County Manager Kevin Patterson presented the following: recommendation for the Board to accept the Old Ahoskie Elementary School Building office to purchase from Hertford County Public Schools, recommendation to consider the Bid Proposal for 718 Evans St, PIN 5982-97-9686 for \$100,000 and recommended the Board to authorize a Deputy Tax Collector position and shared the County Budget Development Schedule for FY 2024-2025.

On a motion by Com Gatling, seconded by Com. Douglas, the Board unanimously agreed to accept the Old Ahoskie Elementary building for \$1.00.

On a motion by Com. Douglas, seconded by Com. Gatling, the Board approved to advertise 718 Evans St, PIN 5982-97-9686 for upset bids for the Bid offer of \$100,000.000.

On a motion by Com. Douglas, seconded by Vice-Chair Horton, authorizing the deputy tax collector position.

Mr. Chris Smith, Hertford County Emergency Management Director, Fire Marshal and Safety Director addressed the Board with updates for the department with close out numbers with grants and fire inspections for FY 2023 and shared he would be resigning March 1, 2024 from his current position.

Chairman Lassiter and the Commissioners thanked Mr. Smith for his committed dedicated service over the years.

BOARD CHAIR'S/CLERK'S REPORT

Clerk Tyler presented the Board Chair's/Clerk's Report of upcoming events and shared the County Mission statement.

COMMISSIONERS' COMMENTS

Chairman Lassiter and the Commissioners thanked everyone for their attendance; thanked County Directors for their reports, echoed to the Black History honorees that their service to citizens is worthy to be recognized and thanked the community leaders for their prayers for the County.

CLOSED SESSION

On a motion by Com. Gatling, seconded by Com. Mitchell, 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, seconded by Vice-Chair Horton, the Board returned to Regular Session.

On a motion by Com. Douglas, seconded by Com. Gatling, the Board approved to extend the Employment Agreement as Interim County Manager for Mr. Kevin Patterson from March 1, 2024 until June 30, 2024, on the same terms and conditions as the August 8, 2023 contract with the exception of substituting June 30, 2024 for March 1, 2024 in the contract.

ADJOURN

On a motion by Com. Gatling, seconded by Vice-Chair Horton, the Board approved to adjourn the meeting.



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Report Date

01/12/2024 4:12:00

Payee Name	Primary Owner	Secondary Owner	Change	Interest Change	Total Change
ARCHER, TEIKESHIA MECHELLE	ARCHER, TEIKESHIA MECHELLE		(\$158.82)	\$0.00	(\$158.82)
			(\$124.79)	\$0.00	(\$124.79)
			\$0.00	\$0.00	\$0.00
				Refund	\$283.61
GAMBLE, EDGAR WILLIAM JR	GAMBLE, EDGAR WILLIAM JR		(\$88.41)	\$0.00	(\$88.41)
			(\$69.47)	\$0.00	(\$69.47)
			\$0.00	\$0.00	\$0.00
				Refund	\$157.88
WARRICK, WILLIAM BRUCE JR	WARRICK, WILLIAM BRUCE JR	WARRICK, BEVERLY VINSON	(\$69.10)	\$0.00	(\$69.10)
			(\$54.30)	\$0.00	(\$54.30)
			\$0.00	\$0.00	\$0.00
				Refund	\$123.40



BOARD OF COMMISSIONERS

Mr. André Lassiter, Chairman
Mr. John D. Horton, Vice-Chairman
Mr. Leroy Douglas

Mr. Ronald J. Gatling
Mr. William F. Mitchell, Jr.

**A RESOLUTION IN HONOR OF
PASTOR REV. DR. FERNANDO EUGENE TEMPLE SR. &
PARKER'S GROVE BAPTIST CHURCH ON THE OCCASION OF HIS 19TH ANNIVERSARY**

- WHEREAS,** the Hertford County Board of Commissioners takes great pleasure in paying tribute to Parker's Grove Baptist Church for its unwavering commitment to service enriching the lives of Hertford County citizens and neighboring communities; and
- WHEREAS,** Parker's Grove Baptist Church has been in existence one hundred thirty-nine years and will be celebrating Pastor Rev. Dr. Fernando Eugene Temple's Nineteenth Anniversary on March 10, 2024, and
- WHEREAS,** chartered in the early 1800s during the days of slavery under the leadership of Rev. Pet Gatling, with the protection of a shelter in 1915, the cornerstone was erected for an enclosed church building; and
- WHEREAS,** During its illustrious history, the church has been blessed with a number of extraordinary leaders, Rev. John J. Joyner (1890s – 1920s) Rev. Dr. William Spencer Creecy, Sr., (1920s - 1940s), Rev. Jefferson Ernest James (1940s – 1950s) Rev. James Henry Dixon, (1950s – 1981); Rev. Hugene Fields, Sr. (1981 – 2003) and members who laid the foundation for the now thriving church; and
- WHEREAS,** Pastor, Rev. Dr. Fernando Eugene Temple, Sr., was installed as Pastor on March 13, 2005. He significantly contributes to the social, cultural, and spiritual vitality of Hertford County citizens achieving spiritual growth. Under his outstanding leadership the members have made great structural improvements to the church, and is committed to implementing successful outcomes to benefit the human race, the community, State, and Nation; and

BE IT THEREFORE RESOLVED by the Hertford County Board of Commissioners, that we honor the Past and Present congregation of the Parker's Grove Baptist Church for their service to Hertford County and its citizens, their community and extend our best wishes as they celebrate Pastor Rev. Dr. Fernando Eugene Temple's Nineteenth Anniversary; and

BE IT FURTHER RESOLVED that an appropriate copy of this resolution be prepared for presentation with this final clause omitted from such copy.

Adopted this the 4th day of March, 2024.
ATTEST:

Hertford County Board of Commissioners

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

Dr. Renee Tyler, NCCCC Clerk to the Board

(SEAL)



BOARD OF COMMISSIONERS

Mr. André Lassiter, Chairman
Mr. John D. Horton, Vice-Chairman
Mr. Leroy Douglas

Mr. Ronald J. Gatling
Mr. William F. Mitchell, Jr.

**A RESOLUTION IN HONOR OF
PASTOR ROBERT ASHE RETIREMENT
PLEASANT PLAINS BAPTIST CHURCH, AHOSKIE, NC**

WHEREAS, the Hertford County Board of Commissioners takes great pleasure in paying tribute to Pastor Robert Ashe, for his retirement after his unwavering commitment to service enriching the lives of Hertford County citizens and neighboring communities; and

WHEREAS, Rev. W. Robert Ashe, Sr. has faithfully served as the spiritual leader of Pleasant Plains Baptist Church for over forty-one years, guiding and inspiring congregants with unwavering dedication, and wisdom; and

WHEREAS, Rev. Ashe has selflessly devoted countless hours to nurturing the spiritual growth and well-being of the congregation; offering comfort, support, and guidance through times of joy, sorrow, and transition; and

WHEREAS, Rev. Ashe has been a beacon of light; spreading love, kindness, and grace, fostering a spirit of fellowship, inclusivity, and service within the church and community; and

WHEREAS, Rev. Ashe has reached the milestone of retirement, marking the conclusion of a remarkable chapter in his journey of service, and embarking on a new season filled with rest, renewal, and new opportunities; and

NOW, THEREFORE, BE IT RESOLVED, that the Hertford County Board of Commissioners hereby expresses its deepest gratitude and heartfelt appreciation to Rev. Ashe for his faithful service, sincere impact, and enduring legacy; and

BE IT FURTHER RESOLVED that this resolution be recorded in the official records of the Hertford County Board of Commissioners as a testament to the profound gratefulness and admiration with which Rev. Ashe will be forever remembered.

Adopted this the 19th day of February, 2024.

Hertford County Board of Commissioners

ATTEST:

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

Dr. Renee Tyler, NCCCC Clerk to the Board

(SEAL)



Administrative Memorandum

REQUEST FOR BOARD ACTION

DATE: March 4, 2024

TO: Hertford County Board of Commissioners

FROM: Ms. Kimberly Turner, Director of Human Resources/Risk Management

DESCRIPTION: MEMO # 10325

1. New Hire Report-February 2024
2. Vacancy Report-February 2024

For Office Use: Required Signature Approval(s) if Applicable

County Manager Signature

Date

County Attorney Signature

Date

HR/Risk Mgmt. Director Signature

Date

Finance Director Signature

Date

Funding source (if applicable): _____

Department Head Signature

Kimberly Turner

Date 02/09/2024

Hertford County Personnel Report
February 2024

<u>Employees Hired</u>	<u>PT/FT</u>	<u>Department</u>
William Ward	FT	Sheriff
Henry Wilson	PT	Sheriff
Alys Nygaard	FT	EMS
Trivia Sykes	PT	Election
Myra Northcott	PT	Election
Tracy Ward	FT	Aging
Haley Williams	FT	EMS
Kaylonda Lister	FT	DSS
Jordan Nash	FT	DSS
Xaviera Greene Davis	FT	Detention Center
Maylaysia Brown	FT	E911
Danyale Joyner	FT	E911
Joyce Wiggins	PT	Election
Devine Farrow	FT	E911

HERTFORD COUNTY VACANCIES REPORT
February 2024

Department	Position	Status	Total Vacancies	Total Positions
Detention Center	Detention Officer	FT	3	27
Administration	Asst. Co. Mgr./IT	FT	2	5
GIS/Land Records	Admin/Specialist	FT	2	3
Tax Assessor	Clerk	FT	1	4
Tax Collector	Clerk	FT	1	4
Sheriff	Deputy/ACO	FT	3	30
EMS	EMT	FT	5	22
DSS	Admin/IMC	FT	9	53
E-911	Dispatcher/CTO/Sup	FT	5	14
Solid Waste	Equip Operator	FT	2	1
Public Buildings	Housekeeper	FT	1	9
E-911 (PT)	Dispatcher	PT	4	10
EMS (PT)	EMT	PT	1	22
Sheriff (PT)	Bailiff/Animal Cont.	PT	3	13
Detention Center(PT)	Detention Officer	PT	6	10

February 2024 Vacancies





Administrative Memorandum

REQUEST FOR BOARD ACTION

DATE: March 4, 2024
TO: Hertford County Board of Commissioners
FROM: Clerk Renee Tyler

DESCRIPTION: Memo # 10326

Request Consideration of Board Appointments: Firefighters Relief Fund Board (Union)

Board/Commission	Applicant	Application Request Status	Board Action
Firefighters Relief Fund Board (UNION) Two-Year Term 2- Saint John, & 1 Union 3 Vacancies	James Edward King, Jr. (Union)	Appointment	Approved ☐ Not Approved ☐

For Office Use: Required Signature Approval(s) if Applicable

Interim County Manager Signature _____

_____ Date _____

County Attorney Signature _____

_____ Date _____

HR/Risk Mgmt. Director Signature _____

_____ Date _____

Finance Director Signature _____

_____ Date _____

Funding source (if applicable): _____

Department Head Signature _____

_____ Date _____



State of North Carolina
County of Hertford

Date Received _____

APPLICATION FOR: AUTHORITIES, BOARDS, COMMISSIONS, and COMMITTEES

Note: All information on this document will be released to the public on request.

Name: James Edward King Jr.

Home Phone Number: 252-²⁸⁷~~338~~ 9499 Home Fax Number: _____

Email Address: firefighterjamie@gmail.com

Home Address: 807 NC Hwy 461 Ahoskie NC 27910

Mailing Address: Same as Home Address

Are you a full-time resident of Hertford County? Yes ☒ No _____

Do you live within any corporate or town limits? Yes _____ No ☒ Which: _____

Employer: Chesapeake Fire Dept.

Business Address: 304 ~~674~~ Albemarle Dr. Chesapeake, VA 23322

Business Phone Number: None Business Fax: None

Names of Authority/Board/Commission/Committee you are interested in:

Firefighter Relief Board Union

Qualification for specific category: 24 year Firefighter

Name of any Hertford County Board/Commission/Committee on which you presently serve:

None

If reapplying for a position you presently hold, how long have you served? NA

Based on your qualifications and experiences, briefly describe why your services on this Authority/Board/Commission/Committee would be beneficial to the County:

Extensive knowledge of the fire service after 24+ years volunteering & 18 years as a career firefighter. Well known in the community having been raised in the area for 35+ years.

Do you have any delinquent Hertford County taxes? Yes _____ No ☒

Other information you consider pertinent: (i.e., education, occupational background, civic memberships, related work experiences, etc.):

(If necessary, you may add additional pages – Check here if additional pages are added: _____)

Note: All information on this document will be released to the public on request.

Date: 2-4-24

Applicant's Signature: _____



Return application to:

Clerk to the Board of County Commissioners
Hertford County Manager's Office
115 Justice Drive, Suite 1
Winton, North Carolina 27986

Fax: (252) 358-0198



Administrative Memorandum

REQUEST FOR BOARD ACTION

DATE: March 4, 2024

TO: Hertford County Board of Commissioners

FROM: Mr. Kevin Patterson, Interim County Manager

DESCRIPTION: Memo # 10327

Recognition Presentation: Resolution Honoring

- Parker's Grove Baptist Church (Rev. Dr. Fernando Eugene Temple, Sr. Nineteenth Anniversary)
- Retirement of Pastor Robert Ashe, Pleasant Plains Baptist Church, Ahoskie, NC

For Office Use: Required Signature Approval(s) if Applicable

Interim County Manager Signature

Date

County Attorney Signature

Date

HR/Risk Mgmt. Director Signature

Date

Finance Director Signature

Date

Funding source (if applicable): _____



Administrative Memorandum

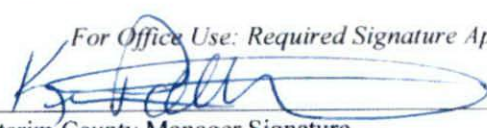
REQUEST FOR BOARD ACTION

DATE: March 4, 2024
TO: Hertford County Board of Commissioners
FROM: Sara Turner, GIS & Planning Director

DESCRIPTION: Memo # 10328

9:15 AM Public Hearing for the hearing and consideration of public comments on the newly written Unified Development Ordinance (UDO) as recommended by the Hertford County Planning Board.

For Office Use: Required Signature Approval(s) if Applicable


Interim County Manager Signature

Date

County Attorney Signature

Date

HR/Risk Mgmt. Director Signature

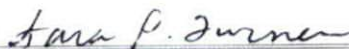
Date

Finance Director Signature

Date

Funding source (if applicable): _____

Department Head Signature



Date 2/23/24

Sara Turner

From: Public Notices <public.notices@roanoke-chowannewsheald.com>
Sent: Monday, February 26, 2024 9:06 AM
To: Sara Turner
Subject: CAUTION - EXTERNAL EMAIL : Re: CAUTION - EXTERNAL EMAIL : Re: Ad-Public Hearing Notice-UDO

CAUTION - EXTERNAL EMAIL :

This message originated from an email address outside the agency. Please do not click any links or open any attachments unless verified. Contact the Hertford County Data Center at ext. 5702 immediately to report any suspicious emails.

[Hertford County Government](#)

Good morning, Sara,
The affidavit will be sent after the last publication which is set for March 2nd (Saturday). Since we are not in the office over the weekend, it will be sent on Monday, March 4th. If you would prefer, we can email the affidavit to you when it is available. Thanks!

We will reply to your email within 24 hours within the work week, Monday through Friday. If you have not received confirmation within 24 hours, please email again or call us.

Thank you,
Kayla Reeves
Public Notices Department
Phone: 205-280-5667

Roanoke-Chowan News Herald | Bertie, Gates, Hertford, Northampton County

DEADLINE SCHEDULE

Regular Line Ad - Classified Section

Wednesday Publication - DL: Friday at 9am
Saturday Publication - DL: Wednesday at 9am

Display - Classified or Regular Section

Wednesday Publication - DL: Thursday at 9am
Saturday Publication - DL: Tuesday at 9am

Gates County Index | Gates County

DEADLINE SCHEDULE

Regular Line Ad - Classified Section

Thursday Publication - DL: Thursday at 1pm

Unless otherwise specified by the client, the attached public notice will publish in the public notice section of the classifieds on the dates specified on the proof.

On Mon, Feb 26, 2024 at 7:32 AM Sara Turner <sara.powell.turner@hertfordcountync.gov> wrote:

Proof

Client	HERTFORD CO BOARD OF COUNTY COMM/CLERK	Phone	(252) 358-7805
Address	RENEE TYLER 115 JUSTICE DRIVE SUITE 1	EMail	renee.tyler@hertfordcountync. gov
		Fax	
AD #	1785234	Requested By	HERTFORD CO BOARD OF COUNTY COMM/CLERK
Account	230936	PO #	RENEE TYLER
Class	2610	Created By	
Start Date	02/24/24	Creation Date	KAYLA.REEVES
End Date	03/02/24	Dimensions	02/20/2024
Run Dates	10	Price	1 X 5.0
Pubs	Roanoke-Chowan News Herald,		\$167.20
Order #	Roanoke-ChowanNewsHerald.com		
Sales Rep	Kayla Reeves	Phone	
		EMail	kayla.reeves@shelbycountyre- porter.com
		Fax	

PUBLIC NOTICE
NOTICE OF PUBLIC
HEARING

Notice is hereby given that the Hertford County Board of Commissioners will hold a Public Hearing on Monday, March 4, 2024 at 9:15 A.M. in the MULTI-PURPOSE ROOM - JUDICIAL CENTER LOCATED AT 119 JUSTICE DRIVE, WINTON, N.C. for the purpose of hearing and considering public comments on a newly written Unified Development Ordinance (UDO).

A copy of the full draft proposal is available for public inspection in the GIS & Planning Department or the County Administration Office located at Hertford County Government Center, 115 Justice Drive, Winton, NC between the hours of 8:30 A.M. to 5:00 P. M. For further information, call the Planning Department at 252-358-7809.

Following the Public Hearing, the Hertford County Board of Commissioners may adopt, revise, or reject the proposed revisions.

This the 24 day of February, 2024

Andre M. Lassiter, Sr., Chairman
Hertford County Board of Commissioners

Roanoke-Chowan:
Feb. 24 and Mar. 2, 2024
HEARING 3.4.24

Description and Summary

Purpose and Timeline:

- On June 19, 2020, North Carolina enacted legislation S.L. 2020-25 (S. 720) making Chapter 160D effective law. Due to the COVID-19 Legislation, deadlines for the new laws were extended to 8/1/21 to make the technical and clarifying amendments to their development regulations.
- Hertford County Finance Director, Renee Draper reached out to Mid-East Commission in September of 2020 requesting their assistance through the Council of Government to meet the requirements. A quote was given to Hertford County in March 2021 for a total amount of \$20,000.
- May 2021 – Mid-East Commission provided the updated Zoning Ordinance to meet the requirements of 160D, which was adopted by the Board of Commissioners on June 21, 2021, effective June 30, 2021.
- On June 16, 2021 Hertford County officially signed into contract with Mid-East Commission to "Update the Hertford County's Zoning Ordinance and Subdivision Ordinance with the required N.C.G.S. 160D updates." And "Create a Unified Development Ordinance (UDO) for Hertford County. This was under the administration of Manager Cotton. The first half of the contract was paid as the updated Zoning Ordinance was completed and adopted.
- July of 2021 – Mid-East Planner, Carlton Gideon started on the UDO compilation. After multiple presentations to the Planning Board, the planners from Mid-East Commission were provided with much feedback and direction. Throughout the 2022 year, I was informed multiple times that there was no progress being made on the UDO due to limited staffing at Mid-East Commission. I learned in November of that same year that Mr. Gideon also had left the organization in late summer and a new planner, Joshua Hollis would be taking on the project. It was soon after meeting with Mr. Hollis, it was apparent that we were essentially starting over on this project.
- In June 2022, the existing contract had expired and the product was not ready for delivery. At that time, I voiced my concerns to County Manager Cotton, Attorney Revelle and Finance Director, Leslie Edwards in which I was advised to see the project through.
- In March of 2023, Planning Director, Patricia Harris of Mid-East Commissioner presented Hertford County with an updated contract to see the project through. This contract was reviewed by County Manager Cotton and Attorney Revelle. After some revisions were made, the contract was signed by Hertford County on June 27, 2023 with a new completion date of August, 31, 2023.
- In July 2023, Mid-East provided what they considered the final delivery of the UDO. After reviewing the document with other staff and the Planning Board Chair, it was recommended that the version should not be considered for final draft, as it contained inconsistencies including spelling and grammatical errors, exclusions of pertinent information, missing tables

and figures, text that is copied and pasted and not integrated, incorrect references, among many other inconsistencies and errors.

- In August 2023, Mid-East assigned another planner to the project, Mr. Seth Laughin. Review and edits were continuously being suggested and corrected.
- On Tuesday, November 14, 2023, the Planning Board reviewed the list of edits and updates to be presented with the UDO to the Board of Commissioners. The Planning Board asked that Mid-East not be present to present, however, that myself, Sara Turner, Hertford County GIS & Planning Director present the Final Draft before you today.
- The December 2023 and January 2024 Planning Boards meetings were canceled.
- On Tuesday, February 13, 2024, The Planning Board voted to present the final draft of the UDO to the Board of Commissioners for adoption.

(UDO)
REFERENCE SHEET

Hertford County, North Carolina

Subdivision Ordinance

Reference Table

Original Section	Location in (UDO)	Notes
Preface	Removed	Redundant
Article I. Introductory Provisions	See Article I General Provisions	Consolidated
Article II. Inclusions and Exceptions & Article III. Definitions	See Article II.	Consolidated
Article III. Definitions	See Article II.	Consolidated
Article IV. Legal Provisions	See Article III. & Article IV.	Consolidated
Article V. Section 1 General	See Article XI. Section 11.2	
Article V. Section 2 Improvements Installation	See Article XI. Section 11.3	
Article V. Section 3 – 7a	See Article XI. Section 11.4	Reconfigured & Merged
Article V. Section 7b	See Article XI. Section 11.5	
Article V. Section 8 Easements	See Article XI. Section 11.6	
Article V. Section 9 Permanent Reference Points	See Article XI. Section 11.7	
Article V. Section 10 Recreational Facilities	See Article XI. Section 11.8	
Article VI. Section 1 Sketch Plan Review	See Article XI. Section 11.9	
Article VI. Section 2 Preliminary Plat Review	See Article XI. Section 11.10	
Article VI. Section 3 Final Plat Review	See Article XI. Section 11.11	
Article VII. Certificate to be Applied to Face of Plat	See Article XI. Section 11.10 & 11.11	Separated between Preliminary Certificates and Final Certificates and merged into each respective Section.

Mobile Manufactured Home Park & Travel Trailer/RV Park Ordinance

Reference Table

Original Section	Location in (UDO)	Notes
ENACTMENT	Removed	Redundant
PREAMBLE	Removed	Redundant
Article I. Section 1 Authority	See Article I Section 1.2	Consolidated
Article I. Section 2 Jurisdiction	See Article I. Section 1.8	Consolidated
Article I. Section 3. Title	See Article I. Section 1.1	Consolidated
Article II. Definitions	See Article II. Section 2.2.2	Consolidated
Article III. Mobile Home Manufactured Home Registration	See Article XII. Section 12.1	
Article IV. Application for Mobile Home or Travel Trailer Park Construction	See Article IV. Section 4.10	Plat requirements will be found in Section 12.7 & 13.3
Article V. Specifications for Mobile Homes	See Article XII. Section 12.2 – 12.6	
Article VI. Specifications for Travel Trailer Parks	See Article XIII. Section 13.1 – 13.2	
Article VII. – X.	Removed	Redundant. Also See Article XIV
Article XI. Board of Adjustment	See Article III. Section 3.5	
Article XII. Legal Provisions	See Article I. & Article XIV	Consolidated

Tri-County Airport Height Restriction Ordinance

Reference Table

Original Section	Location in (UDO)	Notes
Purpose and Intent	See Article VII. Section 7.1	Formatting
Applicability	See Article VII. Section 7.2	Formatting
Section 1.01 Short Title	Removed	N/A (Reference to the map is made in Section 7.1)
Section 1.02. Definitions	See Article II. Section 2.2.2	
Section 1.03 Airport Height Zones and Height Limitations	See Article VII. Section 7.3	
Section 1.04. Use Restrictions	See Article VII. Section 7.3.6	
Section 1.05. Nonconforming Uses - Regulations Not Retroactive	See Article V. Section 5.7	
Section 1.06. Permits	See Article IV. Section 4.2	Formatting
Section 1.07. Variances	See Article IV. Section 4.11.3	Consolidated
Section 1.08. Enforcement	See Article XIV.	Consolidated
Section 1.09. Zoning Board of Adjustment	See Article III. Section 3.5	Consolidated
Section 1.10. Appeals	See Article IV. Section 4.12	Consolidated
Section 1.11. Judicial Review	See Article XIV Section 14.5	Consolidated
Section 1.12. Penalty	See Article XIV	Consolidated & modified following the guidelines set in Senate Bill 300 / SL 2021-138 (Criminal Justice Reform)
Section 1.13 Conflicting Regulations	See Article I. Section 1.6	Consolidated
Section 1.14 Severability	See Article I Section 1.8	Consolidated

Damage Prevention Ordinance

Reference Table

Original Section	Location in (UDO)	Notes
Article 1. Statutory Authorization, Findings of Fact, Purpose, and Objectives	See Article I1. & Article VIII. Section 8.1	Consolidated
Article 2. Definitions	See Article II. Section 2.2	Consolidated
Article 3. General Provisions	See Article I1. & Article VIII. Section 8.1	Consolidated
Article 4. Section A Designation of Floodplain Administrator	See Article III. Section 3.8	
Article 4. Section B. Floodplain Development Application, Permit, and Certification Requirements	See Article IV. Section 4.3	
Article 5. Section A. General Standards	See Article VIII. Section 8.2	
Article 5. Section B. Specific Standards	See Article VIII. Section 8.3	
Article 5. Section D - F	See Article VIII. Section 8.4 – 8.6	
Article 6 Legal Status Provisions	See Article I.	Consolidated

Zoning Ordinance

Reference Table

Original Section	Location in (UDO)	Notes
Enactment	Removed	Redundant
Preamble	Removed	Redundant
Section 1.01 Authority	See Article I. Section 1.2	
Section 1.02 Jurisdiction	See Article I. Section 1.8	
Section 1.03 Title	See Article I. Section 1.1	
Article II. Definitions	See Article II. Section 2.2	
Section 3.01 Provision for Official Zoning Map	See Article IX. 9.1.1	B. & C. have been removed for Redundancy and Non-Applicability
Section 3.02 Comprehensive Plans & Land Use Plan	See Article I. 1.5	Consolidated, Simplified
Section 3.03 Rules for Interpretation of District Boundaries	See Article IX 9.1.2	
Section 3.04 Application of District Regulation	See Article IX 9.1.3	
Article IV. Nonconforming Uses	See Article V.	Consolidated
Article V. District Regulation	See 9.2 – 9.11 & Article X	Consolidated
Article VI. Provisions for Uses allowed as Special Uses	See Section 4.5	Consolidated
Article VII Supplemental District Regulations	See Article VI. & X.	Consolidated
Article VIII. Off-Street Parking & Loading	See Article VI.	Consolidated
Article IX. Design Standards and Regulations for Signs	See Article X	Consolidated
Article XI. Amendments	See Article IV. Section 4.6	
Article XII. Zoning Board of Adjustment	See Article III. Section 3.5	
Article XIII. Legal Provisions	See Article XIV.	Consolidated

Revised Content

Reference Table

Brief Description	Location in (UDO)	Notes
Reworded Section 1.4(a)&(g)	See Article I. Section 1.4	Consolidated, Simplified
Renamed Article II to include "Measurements"	See Article II.	Renamed after adding section 2.3
Reworded text under "Administrative Bodies" for uniformity where possible.	See Article III. Sections 3.3, 3.4 and 3.5	Consolidated, Simplified and used like terminology for uniformity where possible
"Zoning Board of Adjustment"	Multiple throughout	Removed "zoning" per NCGS and now referred to as the "Board of Adjustment" or BOA as defined in the acronym table.
Redefined "Lot Width"	Article II. Section 2.2.3	Ways to measure was redefined to simply process and ease of calculation.

New Content

Reference Table

Brief Description	Location in (UDO)	Notes
Added new use: "Adult Retail/Establishment" and related definitions	See Article II. Section 2.2 – Definition Article IX. Section 9 – Zoning Article X - Supplementary	Planning Board Approved
Added new use: "Wind Energy Facilities" and related definitions	See Article II. Section 2.2 – Definition Article IX. Section 9 – Zoning Article X - Supplementary	Planning Board Approved
Added new use: "Data Center" and related definitions	See Article II. Section 2.2 – Definition Article IX. Section 9 – Zoning Districts Article X - Supplementary	Planning Board Approved
Added "Rules of Measurement"	See Article II. Section 2.3	This is a new section that includes a few terms of measurements from the previous ordinances, but now clearly defines how things are to be measured.
Added acronyms "ADA" & "ANSI"	See Article II. Section 2.2.1 Article VI. Section 6.9.6	
Removed the following acronyms: ARP, CLG, CTS, CWA, DEQ, FHBM, HAG, ICC, ILS, LAG, NAV, PAR, SARA, SPFHA	See Article II. Section 2.2.1	These acronyms were not located in any of the text or tables of the UDO ordinance. The Definitions of them are not pertinent to this document.
Added definition "Conjunctions"	See Article II. Section 2.2	Standard term that had been excluded
Added Definitions for "Parking Space"	See Article II. Section 2.2	Consolidated into one term
Added Table 1.2.1	See Article II. Section 2.2	Figure to clarify how to measure "Lot Width"
Added Table 1.2.2	See Article II. Section 2.2	Figure to clarify "Setbacks" and "Yards" within lots
Changed name of Department from "Land Records" to "GIS & Planning"	Article III. Section 3.9.2	Land Records was reorganized in 2019
Added regulation in Signs	Article X	Added regulation for the prohibition of obscene words, pictures or gestures on signs. Planning Board Approved.

Brief Description	Location in (UDO)	Notes
Added Definition of “Outdoor Advertising”	See Article II. Section 2.2	Per N.C.G.S. 136-128(3) Planning Board Approved
Added Regulations for “Outdoor Advertising”	See Article II. Section 2.2 – Definition Article IX. Section 9 – Zoning Article X - Supplementary	Planning Board Approved



Administrative Memorandum

REQUEST FOR BOARD ACTION

DATE: March 4, 2024
TO: Hertford County Board of Commissioners
FROM: Sara Turner, GIS & Planning Director

DESCRIPTION: Memo # 10329

Request consideration for the "Rules of Procedures" that will govern the Planning Board and Board of Adjustment meetings and replace the current by-laws, pertinent to the Hertford County Unified Development Ordinance.

For Office Use: Required Signature Approval(s) if Applicable

Interim County Manager Signature

Date

County Attorney Signature

Date

HR/Risk Mgmt. Director Signature

Date

Finance Director Signature

Date

Funding source (if applicable):

Department Head Signature

Sara F. Turner

Date

2/23/24

LAND DEVELOPMENT BOARDS
JOINT RULES OF PROCEDURE
Hertford County, North Carolina

I. PURPOSE

To establish procedures for organizing the business of the boards governing land use and development in Hertford County. These rules are adopted pursuant to N.C.G.S. Chapter 160D for the following land use and development Boards: Hertford County Planning Board and Hertford County Board of Adjustment. The first seven sections of these rules apply generally to both of the boards, with specific rules applicable only to specific boards found in Sections VIII, IX, and X. References to the "board," "board members," "chairperson," or "vice-chairperson" shall be interpreted to include all aforementioned boards.

II. GENERAL RULES

The Planning Board and Board of Adjustment, shall be governed by the terms of N.C.G. S. Chapter 160D and general standards for appointed boards in Article III, sections 3.4-3.5 of the Hertford County Unified Development Ordinances (UDO). The boards shall follow any other general or special state and local laws relating to planning, zoning, and land development. For procedures not covered in these rules or elsewhere in the state statutes or local code of ordinances, parliamentary procedure in accordance with Robert's Rules of Order shall govern the conduct of the meeting.

III. OFFICERS AND DUTIES

A. Chairperson: The Chairperson shall be elected by the majority of the regular board members for a one (1) year term, or until such time as an election for the Chairperson is held by the Board. It shall be the Chairperson's duty to decide all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the Board in session. The Chairperson shall appoint committees as deemed necessary to investigate matters before the Board and shall administer all required oaths and affirmations for the board.

B. Vice-Chairperson: The Vice-Chairperson shall be elected by the majority of the regular board members for a one (1) year term, or until such time as an election for the Chairperson is held by the Board. It shall be the Vice-Chairperson's duty to serve as acting Chairperson in the absence of the Chairperson and in such absence shall have the same powers and duties as the Chairperson.

C. Secretary: The Secretary shall be elected by the majority of the regular board members for a one (1) year term, or until such time as an election for the Chairperson is held by the Board. The Secretary, subject to the direction of the Chairperson and the Board, shall certify and keep all records, shall conduct all correspondence of the Board, shall arrange for all mailed, published, and/or posted notices required to be given, shall notify members of pending meetings and their agenda, or cancellation of meetings, and shall generally supervise the clerical work of the Board. The Secretary shall keep minutes of every meeting of the Board. Following each meeting, the secretary shall prepare final orders, provide notice of decisions to applicable parties, and arrange for notice and scheduling of hearings following recommendations of the board, as specified in the Hertford County UDO for each type of application. The Secretary may delegate the administrative duties to county staff provided by the Planning and Zoning Departments. In the absence of both the chairperson and vice-chairperson, the secretary shall serve as acting chairperson. If there are no officials in attendance, the Planning Director shall act as chairperson, for the purposes of calling the meeting to order, determining a quorum, and then requesting a motion from the board to appoint an acting Chairperson from the members of the board in attendance.

IV. ELECTIONS

The election of officers shall be held on the first regularly scheduled meeting in January of each year, with nominations occurring during that meeting, unless agreed upon and deferred by the majority of the Board. Officers may succeed themselves.

V. MEETINGS

A. Regular Meetings: Regular meetings of the Board shall be held on the second Tuesday of each month at 7:30 p.m., in the Hertford County Government Center Conference Room, provided that as the Chairperson so directs, meetings may be held at any other place within the County. Regular meetings may be rescheduled at the direction of the Board.

B. Special Meetings: Special meetings of the Board may be called at any time by the Chairperson. At least a seventy-two (72) hour notice shall be given of the time and place of the special meeting, by the secretary or Chairperson, to each member of the Board; provided, that this requirement may be waived by action of a majority of all the members.

C. Cancellation of Meetings: Whenever there is no business for the Board, the Chairperson may dispense with a regular meeting by giving notice to all members not less than forty-eight (48) hours prior to the scheduled time of the meeting. In the event of severe inclement weather or other emergency situation, either forecast or existent, which is so severe as to create unsafe conditions for travel (snow, severe rain/wind storm, flash flooding, tornadoes, etc.), the Chairperson may cancel or postpone a regular or special meeting by giving notice to the Planning Director prior to the meeting. The Planning Director will attempt to provide notice to all members, applicants with business before the board, and other attendees expected to attend. When possible, notice of the canceled meeting and any rescheduled meeting date shall be posted on the county website, social media, as well as in the location where the meeting was to be held. When business is before the Board, the meeting will be rescheduled to provide for notice requirements to be met; or business will be postponed until the next regular meeting.

D. Quorum: A quorum shall consist of a majority (more than half) of the current appointed membership of the Board. Vacant seats do not count towards the calculation of the quorum. A member who was counted present at the beginning of the meeting, who has withdrawn without being excused by a majority vote of the remaining members present, shall continue to be counted as present for the purposes of determining a quorum. A member who is present, but has a conflict of interest under Section VI., "Rules of Conduct," shall be considered present for purposes of determining a quorum, except when an alternate member is present to step in and act in the member's place on the Board of Adjustment. The only business that can be transacted in the absence of a quorum is to take measures to obtain a quorum, to fix the time to which to adjourn, and to adjourn, or to take a recess.

E. Conduct of Meetings: The order of business at regular meetings generally shall be as follows: (a) call to order/determination of a quorum; (b) approval of minutes of previous meetings; (c) unfinished business; (d) new business; (e) other business including reports and presentations by committees and/or staff; (f) public input; (g) adjourn.

F. Conduct of Evidentiary Hearings: All quasi-judicial requests before the Board (appeals, variances, and certificates of appropriateness) require an evidentiary hearing. All hearings must follow the quasi-

judicial procedures outlined in N.C.G.S. 160D-406. The order of proceedings in conducting each hearing before the board shall generally be as follows:

1. Disclosure of conflicts of interest
2. Swearing in of applicant, staff, and all others who wish to provide testimony
3. Staff summary of the request, opportunity for cross-examination
4. Testimony by applicant, opportunity for cross-examination
5. Testimony by others, opportunity for cross-examination
6. Rebuttal/Surrebuttal
7. Closing of the evidentiary hearing; board deliberation
8. Entertainment of motions related to findings of fact; conditions
9. Entertainment of motions for final action by the board, based on the established findings of fact

G. Vote: All board members present and voting may vote on any issue unless they have disqualified themselves from voting on a particular application for one or more of the reasons listed in Section VI., "Rules of Conduct." All board actions require a motion, a second, and a concurring vote of the majority of the members present, except that a four-fifths majority is required to approve a variance (see Part IX of these rules for clarification about variance majorities). Calculation of the requisite required majorities shall not be reduced by disqualification. Each member of the Board including the Chairperson shall have an equal vote. A tie vote shall cause the motion to fail. A failure to vote by a member who is present at the meeting and has not been excused from voting or who has withdrawn from the meeting without being excused by a majority vote of the remaining members present shall be counted as a vote in favor of approving the application.

H. Public Participation: All meetings of the Board shall be open to the public. When acting on advisory or legislative items, the Board may hear public comments as well as presentations from the applicant and staff. The Board may ask questions of any participant to gather information. Large groups may be asked to designate a spokesperson, and the chairperson may limit public comments to those that are not repetitive.

During evidentiary hearings, only the applicant, the county, and any person with a standing to appeal the decision under G.S. 160D-1402(c) shall have the right to participate as a party at the evidentiary hearing. Other witnesses may present competent, material, and substantial evidence that is not repetitive. The chairperson shall make a determination on standing, which may be appealed to the full board.

- I. Objections:** Objections regarding jurisdictional and evidentiary issues, including, but not limited to, the timeliness of an appeal or application or the standing of a party, made be made to the Board. The Chairperson shall rule on any objections, and the chairperson's ruling may be appealed to the full board.
- J. Minutes:** Minutes shall be prepared by the Secretary following each meeting, and submitted to the Board for consideration and approval at the following meeting. Once approved, the minutes shall be signed by the Chairperson (or acting Chairperson) and the Secretary, then filed in the official minute book for the applicable board. The minutes shall include the names of members and staff in attendance, members absent, the important facts of the meeting, all motions acted on including the vote of each member or indicating members failing to vote. For evidentiary hearings, the minutes should include the name and address of all sworn witnesses, the findings of facts, and any conditions required by the board. For amendments requiring consistency statements or statements of reasonableness, the minutes shall include the Board's recommendations on such statements.

VI. RULES OF CONDUCT FOR MEMBERS

- A.** All board members shall act in accordance with their sworn oath of office.
- B.** Faithful attendance at board meetings and conscientious performance of the duties required of board members is expected.
- C.** Each board member shall be thoroughly familiar with all statutes, laws, ordinances, and rules of procedure relating to the functions of the board(s) they serve on, as time and circumstances permit.
- D.** Board members may speak freely with the citizens, property owners, and business owners of Hertford County about issues related to planning, zoning, community development, and other issues relevant to their role as a member of a land development board, except that no board member shall discuss any quasi-judicial case with any parties thereto before the evidentiary hearing. Board members should refrain from offering specific interpretations of the adopted ordinances to the public, as these authoritative decisions are made by county staff. Board members are not authorized to perform administrative functions — interpretation of ordinances, permitting, and enforcement shall be done by county staff.
- E.** No board member shall take part in the hearing, consideration, or determination of any case, whether in an advisory or in a decision-making capacity, when the applicant, landowner, or affected party is a person with whom the member has a close familial, business, or other associational relationship. (Familial relationship means a spouse, parent, child, brother, sister, grandparent, or grandchild, and includes step, half, and in-law relationships.) (See NCGS 160D-109)
- F.** No board member shall take part in the hearing, consideration, or determination of any case, whether in an advisory or in a decision-making capacity, where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. (See NCGS 160D-109)
- G.** No board member shall take part in the hearing, consideration, or determination of any quasi-judicial case (appeal, variance, or certificate of appropriateness) in which he or she has a fixed opinion of that is not susceptible to change, undisclosed ex parte communications, or any financial interest in the outcome of the matter. (See NCGS 160D-109)
- H.** Board members may receive and/or seek information pertaining to a quasi-judicial case from the county staff, but shall not discuss the case with any other parties prior to the evidentiary hearing. Any information requested from staff by one member shall be provided to all members, as well as to the applicant and other interested parties.
- I.** Board members shall not express individual opinions on the proper judgement of any quasi-judicial case with any parties thereto, including county staff, before that case is determined.

VII. AMENDMENTS TO RULES OF PROCEDURE

Parts I-VII of these rules may, within the limits allowed by law, may be amended at any time by an affirmative vote of the majority of the members of the Board of Commissioners.

Any proposed amendment must be presented in writing to the Board of Commissioners and following the action of the board to amend any part of these rules, an amended copy shall be provided to each Board member as an item of information at its next regularly scheduled meeting.

Signature of Planning Board Chair: _____

Planning Board date of adoption: February 13, 2024

Signature of Board of Adjustment Chair: _____

Board of Adjustment date of adoption: February 13, 2024

Note: These Rules of Procedure incorporate elements from previously adopted bylaws for the Planning Board and the Board of Adjustment but have updated for consistency, clarity, and compliance with N.C.G.S. Chapter 160D. These rules replace the previous rules and bylaws for each board in their entirety.



Administrative Memorandum

REQUEST FOR BOARD ACTION

DATE: March 4, 2024
TO: Hertford County Board of Commissioners
FROM: Clerk Tyler

DESCRIPTION: Memo #10330

Request Consideration of Approval of Donation of County Photos to Roanoke Community College Foundation

The Silent Auction sponsored by the RCCC Foundation is to raise funds for scholarships which will help to remove barriers that can present continuing education and curriculum students from entering and completing their educational goals. Contributions received from the community will go directly to the RCCC Foundation to assist students with registration, books, and other areas of education. (Photos Attached)

For Office Use: Required Signature Approval(s) if Applicable

Interim County Manager Signature

Date

County Attorney Signature

Date

HR/Risk Mgmt. Director Signature

Date

Finance Director Signature

Date

Funding source (if applicable): _____

Department Head Signature

Date



Photography by Jermaine Vaughan

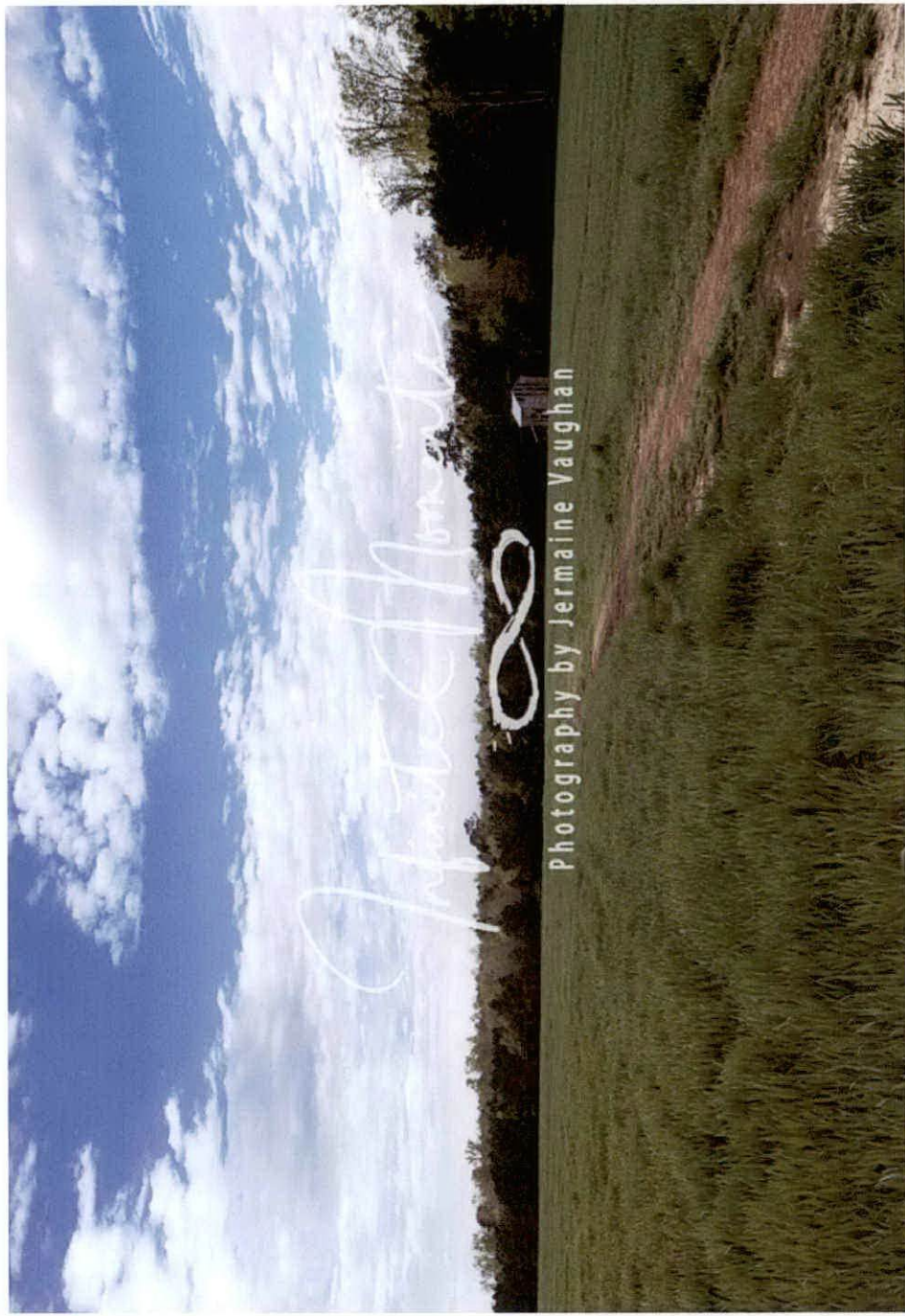
Jermaine Vaughan



Infinite Moments

Photography by Jermaine Vaughan





Infinite Moments



Photography by Jermaine Vaughan

Administrative Memorandum



DATE: March 4, 2024



TO: Hertford County Board of Commissioners

FROM: Mr. Kevin Patterson, Interim County Manager

DESCRIPTION: Memo # 10331

Interim County Manager's Report:

- Southern Bank Building
- Historic Committee
- Access Chowan
- Department Reports:
 - EMS
 - Solid Waste

For Office Use: Required Signature Approval(s) if Applicable

Interim County Manager Signature _____

_____ Date

County Attorney Signature _____

_____ Date

HR/Risk Mgmt. Director Signature _____

_____ Date

Finance Director Signature _____

_____ Date

Funding source (if applicable): _____

Department Head Signature _____ Date _____



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

February 27, 2024

To: Board of Commissioners

From: Kevin Patterson, Interim County Manager

Re: Monthly Report

Southern Bank Building - Bids are being received for the roof and HVAC units for this building. Additional bids are expected this week, after the date of this letter. A bid tab will be provided to the Board for review at the meeting.

Recommendation – receive bid information for consideration

Historic Committee – the NC Department of Natural and Cultural Resources has established a grant to support the 250th anniversary of our nation's founding. If the Board is also interested in establishing a museum committee, it may be appropriate to combine these committees. A committee must be recognized by the Board of Commissioners to apply for these funds. The application deadline is May 3rd. The State DNCR has resources available to assist these committees, either regional or county. Copies of the preliminary information is attached in this report.

For information only

Access Chowan – attached are the minutes from the kickoff meeting with the Timmons Group. We discussed items that would be a more immediate goal for the project and items that would fall into a multi-year master plan.

For information only

Department reports: EMS & Solid Waste

A M E R I C A

2 5 0

N C



America 250 NC County Committees

The heart of the America 250 NC commemoration lies within the county committees. These committees are dedicated to planning and organizing events, projects, and initiatives at the county level. They serve as the local conduit to the statewide commemorative programming, amplifying the rich history of our state and local communities. They also seek to foster participation of a wide variety of local organizations and groups to participate in creating America 250 NC events and resources.

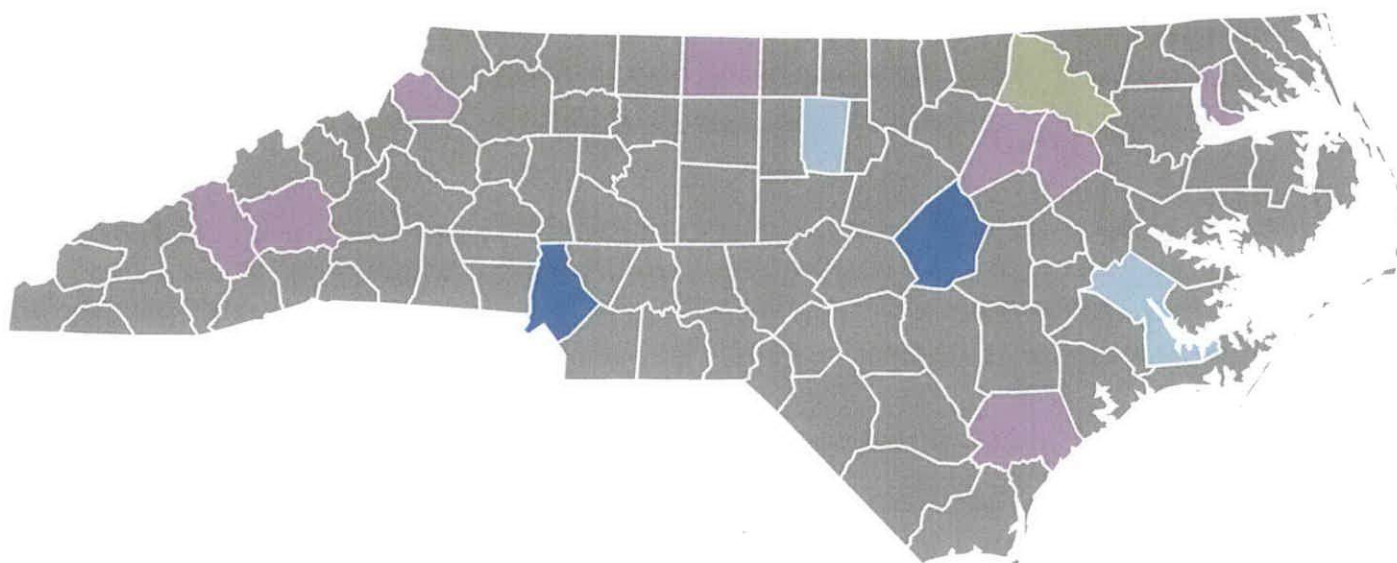
We encourage county committees to contain membership spanning diverse perspectives and skills. Inclusion of members from a variety of sectors, including government, cultural heritage institutions, regional American Indian tribes, non-profits, tourism agencies, civic organizations, and community groups ensures that your America 250 NC events will reach the widest variety of audiences. The DNCR America 250 NC team welcomes the opportunity to consult with your committee on organization issues and programming suggestions. Please contact us at:

America250NC@dncr.nc.gov (<mailto:America250NC@dncr.nc.gov>)

We ask that each county have only one official committee and that they gather a cross-section of the community to serve. A committee may be officially recognized as the central county body coordinating the local America 250 NC commemoration activities through a resolution passed by the county commissioners. A [simple resolution](https://www.america250.nc.gov/county-committee-resolution-template) (<https://www.america250.nc.gov/county-committee-resolution-template>) on county letterhead noting the creation of the committee and its alignment with the statewide America 250 NC mission can serve as the official designation for the group. Official county committees should also complete the [contact form](https://www.america250.nc.gov/america-250-nc-county-committee-contact-form) (<https://www.america250.nc.gov/america-250-nc-county-committee-contact-form>) that

includes membership information, as well as a designated contact person to be a liaison with the statewide America 250 NC leadership.

By becoming a partner, you will have the opportunity to contribute your ideas, skills, and enthusiasm to create memorable experiences that showcase the unique heritage of your county. Does your community already have a county committee established? Check the status of your county or find your local contact information by scrolling your mouse over the map below.



[Text Version](#) | [Export Map Data \(/tablefield/export/paragraph/159/field_map_data/en/0\)](/tablefield/export/paragraph/159/field_map_data/en/0)

County Committee Resources

County Committee Contact Form

(<https://www.america250.nc.gov/america-250-nc-county-committee-contact-form>)

County Committee Resolution Template

(<https://www.america250.nc.gov/county-committee-resolution-template>)

Open Letter to Potential Committees

(<https://www.america250.nc.gov/news/press-releases/2024/01/12/open-letter-future-county-committee-participant>)

America 250 NC Field Guide

(<https://www.america250.nc.gov/america-250-nc-field-guide-2024/open>)

Grants

(<https://www.america250.nc.gov/grants>)

Kevin Patterson

From: Umfleet, LeRae S <lerae.umfleet@dncr.nc.gov>
Sent: Thursday, February 22, 2024 10:43 AM
To: commissioners@currituckcountync.gov; donald.mcree@currituckcountync.gov; mellis@visitcurrituck.com; michele.ellis@currituckcountync.gov; Kevin Patterson; Renee Tyler
Cc: overman@darenc.gov; ross@darenc.gov; house@darenc.gov; tobin@darenc.gov; couch@darenc.gov; bateman@darenc.gov; Carr, Linda J
Subject: CAUTION - EXTERNAL EMAIL : America 250 North Carolina Grants Program

CAUTION - EXTERNAL EMAIL :

This message originated from an email address outside the agency. Please do not click any links or open any attachments unless verified. Contact the Hertford County Data Center at ext. 5702 immediately to report any suspicious emails.

Hertford County Government

You may have already received this information via our America 250 email list, but I wanted to be sure you got the local grant information welcome letter and application packets for both types of grants. We are circling back to all of our direct contacts to ensure distribution, so forgive our multiple emails. Let us know if you have follow-up questions on either grants or the application process.

On behalf of the NC Department of Natural and Cultural Resources and the America 250 NC commemoration planning team, we are happy to share information on a new grant program designed to support the expansion of programs across the state for the coming 250th anniversary of our nation's founding. Grant funds will be available to community partners and official county commemoration committees. Please visit our website (america250.nc.gov/grants) for grant materials and additional information on the commemoration in NC. The website also contains the updated [program field guide](#), which is designed to provide ideas and inspiration for the development of your local America 250 NC commemoration programs. The America 250 NC team is available to connect with you regarding the grant program. You can reach us at america250nc@dncr.nc.gov

Additional information on creating your local county committee can be found on our website as well (<https://www.america250.nc.gov/countycommittees>).

LeRae Umfleet

America 250 NC
NC Department of Natural & Cultural Resources
109 East Jones Street | 4601 Mail Service Center | Raleigh, NC 27699-4601

(919) 814-6637

Please Note: My email address changed to lerae.umfleet@dncr.nc.gov on July 12, 2023



Email correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties by an authorized state official.

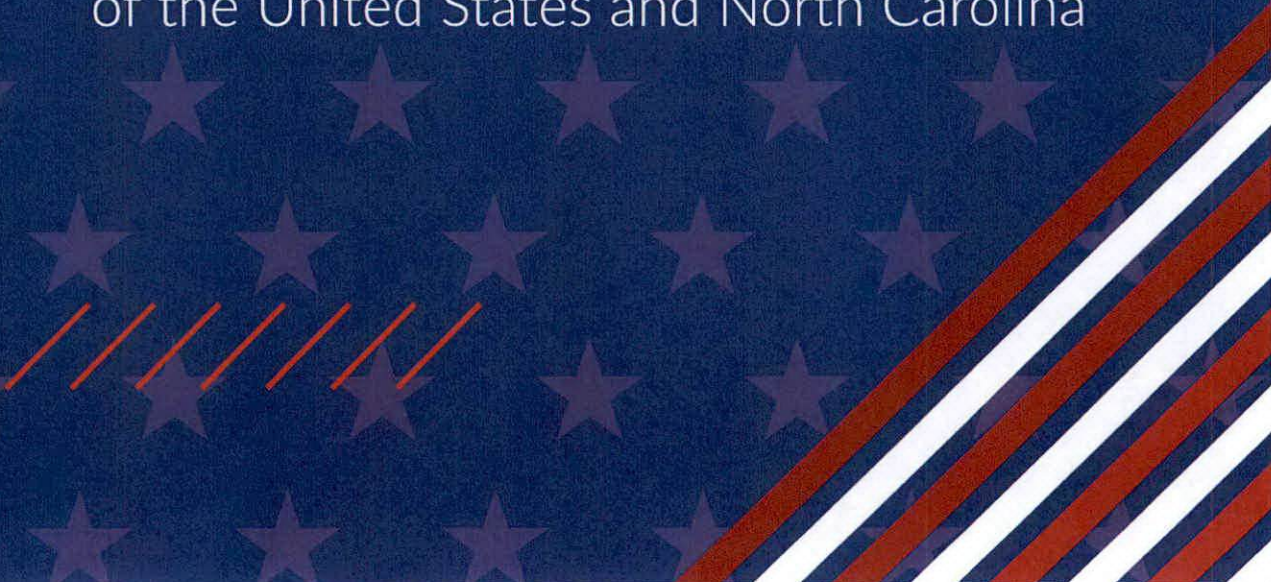


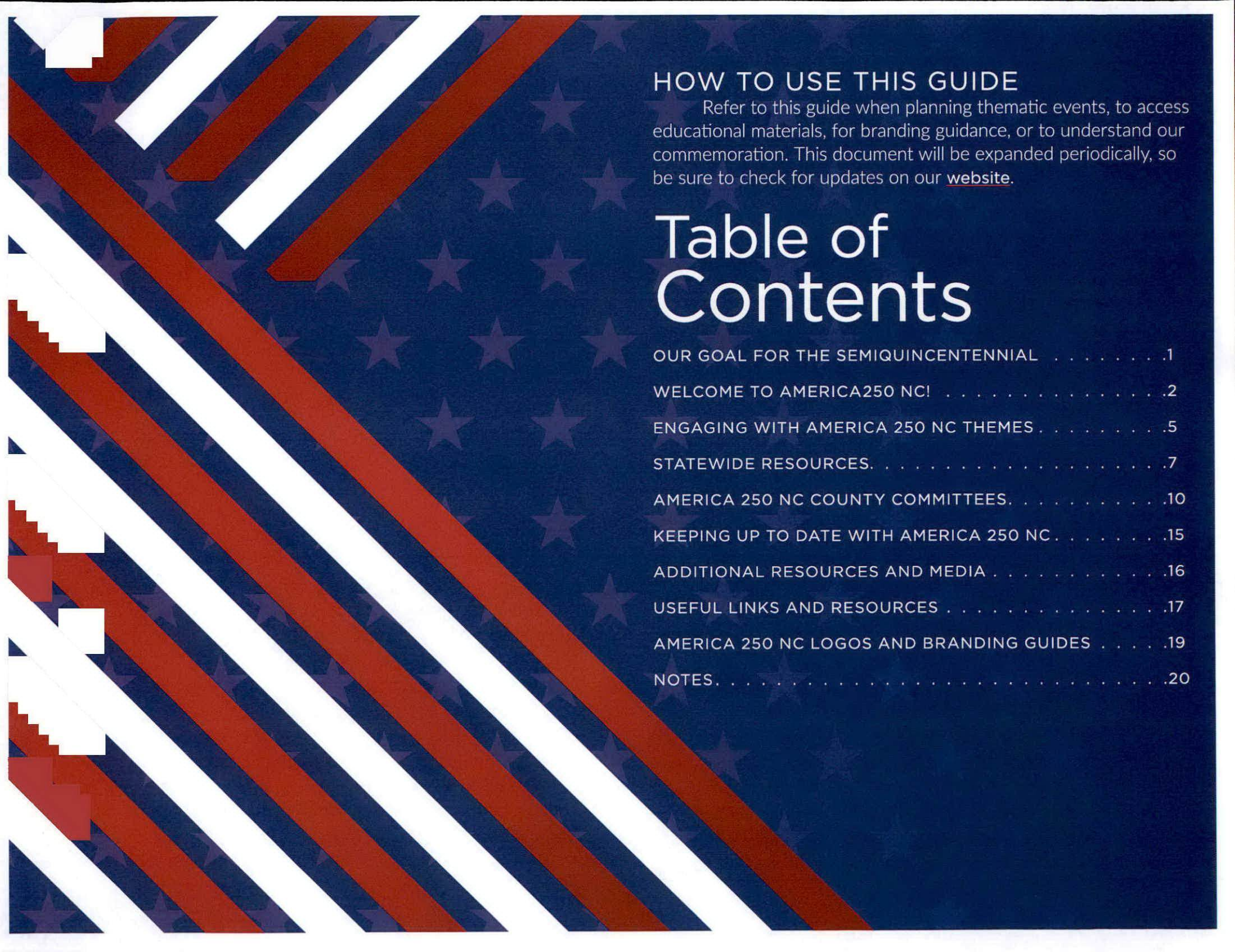
AMERICA

250
NC

To be rather than to seem

Planning Guide for the 250th Anniversary
of the United States and North Carolina





HOW TO USE THIS GUIDE

Refer to this guide when planning thematic events, to access educational materials, for branding guidance, or to understand our commemoration. This document will be expanded periodically, so be sure to check for updates on our [website](#).

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NC DEPARTMENT OF
NATURAL AND CULTURAL RESOURCES

The NC Department of Natural and Cultural Resources is a cabinet-level state agency that oversees 27 historic sites, seven history museums, two art museums, five science museums, three aquariums, 41 state parks, the Zoo, the Symphony, the State Library, the State Archives, the Arts Council, the State Historic Preservation Office, the Office of State Archaeology, the American Indian Heritage Commission, and the African American Heritage Commission. All divisions of the agency will participate in the 250th commemoration.

OUR GOAL FOR THE SEMIQUINCENTENNIAL

The 250th anniversary of the United States offers us a unique opportunity to reflect on how far we have come as a country, and to consider the ongoing work of our democracy. In preparing for this commemoration the North Carolina Department of Natural and Cultural Resources (DNCR) seeks to generate a spirit of collaboration statewide. Our goal is to energize robust, comprehensive, and inclusive programs across ALL of North Carolina. We hope that this guide will assist in your efforts to develop events, programs and activities that will generate an increased interest in our state's history and future.

WELCOME TO AMERICA 250 NC!

In 2026, America will commemorate 250 years since the signing of the Declaration of Independence and the development of a new country dedicated to "life, liberty, and the pursuit of happiness." In the years since, our country has undergone many changes, and faced many challenges. To observe this momentous occasion, the U.S. Semi-quincentennial Commission was established by Congress ([P.L. 114-196](#)) to encourage Americans to remember our past, celebrate the present, and look forward to a promising future. America 250 NC is North Carolina's commemoration planning organization.

The North Carolina Department of Natural and Cultural Resources is the statewide entity charged by Governor Cooper with the leadership of the commemoration for the state. To this end, DNCR is connecting with a variety of local, state, and federal partners to accomplish the goals of this commemoration. Each provides a unique viewpoint and approach to commemorating this anniversary.

As we prepare to mark this anniversary, we are focused on lifting the historical and contemporary voices of North Carolinians to present a more complete narrative of our state's history. To this end, we are happy to introduce this America 250 NC planning guide. Here you will find our guiding themes and suggestions on how you can engage with the anniversary and additional resources.

North Carolina will commemorate the 250th anniversary of the Revolution with wide ranging activities across a multi-year commemoration beginning on April 12, 2024, with a focus on 2026. Additional events will continue through 2033 to reflect our state's Revolutionary history. Statewide activities sponsored by DNCR will include educational outreach, online resources, traveling and temporary exhibits, and a wide variety of commemorative events. The activities listed here are subject to change and

additional programs and products may be added as the commemoration grows. The commemoration's goal is to empower North Carolinians to engage with 250 years of our state's rich and diverse history.

COMMEMORATIVE THEMES

As we prepare to commemorate this important milestone, a cross-disciplinary group of academics, public historians, and educators identified interpretive themes that will guide our approach to developing events and outreach. These themes inform how we at DNCR are developing content that will define the statewide commemoration. We encourage you to refer to these themes as inspiration in planning your local activities.

The commemoration will focus on two broad concepts with complementary thematic avenues to explore these concepts: **REVOLUTIONARY NC** (the historical events of the Revolution and NC) and **WHEN ARE WE US?** (An exploration of the ideas of freedom, civic responsibility, overcoming challenges, and change as we lean into the ideals of democracy). The following themes are helpful in exploring these concepts in a variety of ways.

VISIONS OF FREEDOM

THE AMERICAN REVOLUTION WAS THE BEGINNING OF THE CONTINUING JOURNEY FOR NORTH CAROLINIANS TO SEEK TRUE FREEDOM.

The American Revolution was an important marker on the continuing journey towards true freedom for North Carolinians. This theme is a good place to identify political, military, or social Revolutionary era leaders who took bold steps to stand up to British rule. Here we will also highlight movements that pushed us closer to a better version of our state and nation – the Civil Rights Movement, Women's Suffrage, even scientific and industrial developments – have all shaped who and what we are as North Carolinians.

GATHERING OF VOICES

NORTH CAROLINA'S MANY VOICES INSPIRE FUTURE GENERATIONS TO CREATE AND LEAD.

This commemoration cannot be told through a single lived experience. The historic and modern-day voices and stories of North Carolinians serve to inspire others to take innovative steps towards a "More Perfect Union," and to ensure that all voices are heard. Our Revolutionary ancestors have much to tell us about their lives and experiences. Voices from our recent past can also inspire us to recognize that "out of many, one" voice can be heard, can make change, and can affect us all.

COMMON GROUND

PLACES CARRY OUR STORIES OF STRUGGLE, CREATION, AND CONNECTION TO ONE ANOTHER.

We must recognize that we are students, witnesses, and makers of history. Physical spaces hold shared stories of struggle, creation, and connection and our spaces of reverence (battlefields, historic spaces, the natural world) can echo happiness, violence, painful memories, evidence of struggles, rebirth, and growth. All hold the narratives of collective and individual struggle, creativity, and relationships to one another. We must always strive for common ground and ways to make our state a better place.

THEMES

VISIONS OF FREEDOM	GATHERING OF VOICES	COMMON GROUND
The American Revolution was a beginning of a continual journey for North Carolinians to seek true freedom.	North Carolina's many voices inspire future generations to create and lead.	Places carry our stories of struggle, creation, and connection to one another.

ENGAGING WITH AMERICA 250 NC THEMES

Commemorative activities will empower North Carolinians to consider what the concepts set forth in the Declaration of Independence mean both historically and for modern day residents. **WHEN ARE WE US?** and **REVOLUTIONARY NC** are chosen to represent North Carolina's journey from the beginning of an experiment in democracy to the present. When planning thematic activities, it will be helpful to refer to the themes and topics listed below with more details, as well as some examples of events, exhibits, and topics that can be used around each theme.

When planning events, we encourage partners to align activities with our themes. Here are some examples of where certain topics might fall. Of course, it is possible that one topic may cross themes. For example, when examining protests, marches, and demonstrations for voting rights, you may consider the theme of **VISIONS OF FREEDOM**, as well as **COMMON GROUND**. Programming can help audiences consider their community's role in the founding of the United States, and their continued place in its history. Many **REVOLUTIONARY NC** concepts can cross multiple themes as well. For example, John Chavis, a free person of color, enlisted and fought as a Revolutionary War patriot soldier (**REVOLUTIONARY NC**) and later established a school in Raleigh (**WHEN ARE WE US?**).

A GATHERING OF VOICES

- | | |
|--------------------------|-----------------------------|
| »Immigration | »American Indian experience |
| »Women/families/children | »Latinx experience |
| »Regulators | »Black experience |
| »Westward expansion | »LGBTQ+ experience |
| »Protest/Counter-protest | »Disability experience |

VISIONS OF FREEDOM

- | | |
|-------------------------|--|
| »Reconstruction | »Labor and labor movements |
| »Civil Rights movement | »Disability and accessibility movement |
| »American Indian rights | »Halifax Resolves |
| »LGBTQ+ rights | |

COMMON GROUND

- | | |
|-----------------------------|-------------------------|
| »Development of State Parks | »Draft/military service |
| »Naturalization | »Agriculture |
| »Voting rights | |

STATEWIDE RESOURCES

The America 250 NC team will be developing exhibits and displays related to this commemoration. While these will be on a large scale, it might be helpful to refer to these examples when developing your own programming.

EXHIBITS

MUSEUM EXHIBITS

DNCR museums will mount in person and online exhibitions to examine moments across 250 years that define the unique experiences of North Carolinians.

TRAVELING EXHIBITS

The DNCR Exhibit Committee has developed non-artifact-based panels that are designed to be flexible in setup and configuration for a variety of locations. These exhibits will travel around the state at no cost, please visit the America 250 NC website for more information and to request an exhibit.

ONE-DAY WONDERS

The State Archives will develop a special, pop-up exhibit featuring original documents from their collections. These exhibits are available for single day displays. Applications to host one of these exhibits will be available beginning in 2025.

EDUCATIONAL OUTREACH

EDUCATOR RESOURCES

Before and during the commemoration, DNCR will create curriculum materials and sponsor teacher workshops on **REVOLUTIONARY NC**, and **WHEN ARE WE US?**, and associated themes. DNCR staff will contribute expertise, historic locations, and

digital materials associated with their collections to the program. Educational materials will be made widely available free of charge to educators, families, and educational entities.

TAR HEEL JUNIOR HISTORIAN

The statewide history club for students managed by the North Carolina Museum of History will highlight content related to the themes across the commemoration.

ANCHOR

(A North Carolina History Online Resource) The online resource will grow with additional materials that support commemorative themes through digital imagery of collection materials from across the department accompanied by interpretive essays, and including lesson plans, audiovisual resources, and downloadable documents kits with suggested classroom activities.

ARCHAEOLOGY DAYS

The Office of State Archaeology will sponsor public excavation events at selected state historic sites (e.g., Halifax, and Brunswick Town) with coordinated student involvement.

ONLINE AND OTHER RESOURCES

CENTRAL COORDINATING WEBSITE

A new commemorative web portal will contain: an online joint calendar of commemorative activities; updated Timeline of the Revolution; centralized access to other DNCR offerings such as ANCHOR, NCPedia; online exhibits.

REVOLUTIONARY NC TRAILS

Development of online resource materials to include battlefields and other places of interest. Additional development of the trail will include installation of informational waysides at select locations.

DIGITIZATION OF MATERIALS

DNCR entities will digitize and provide greater access to collections along commemorative themes to emphasize the underrepresented stories of the period, genealogical value, and support of the K-12 curriculum.

PODCASTS/BLOG/NEWSLETTER

Agency blogs, newsletters, podcasts and video series will feature new commemoration resources, program highlights, and our collections related to the commemoration themes.

ONLINE CLASS(ES) AND EVENTS

Online learning opportunities for adult learners on topics such as "Finding Revolutionary Ancestry," trivia contests, and other topics.

PUBLICATIONS

Special issues of Tar Heel Junior Historian (Museum of History), the North Carolina Historical Review (Office of Historical Research), a children's book series, and a book about the clashes of Cornwallis and Greene as they battled in the state near the end of the war.

AMERICA 250 NC COUNTY COMMITTEES

The heart of the American 250 NC commemoration lies within the county committees. These committees are dedicated to planning and organizing events, projects, and initiatives at the county level. They serve as the local conduit to the statewide commemorative programming, amplifying the rich history of our state and local communities. They also seek to foster participation of a wide variety of local organizations and groups to participate in creating America 250 NC events and resources.

We encourage county committees to contain membership spanning diverse perspectives and skills. Inclusion of members from a variety of sectors, including government, cultural heritage institutions, regional American Indian tribes, non-profits, tourism agencies, civic organizations, and community groups ensures that your America 250 NC events will reach the widest variety of audiences. The DNCR America 250 NC team welcomes the opportunity to consult with your committee on organization issues and programming suggestions. Please contact us at: America250NC@dncr.nc.gov

We ask that each county have only one official committee and that they gather a cross-section of the community to serve. To be officially recognized at the central county body coordinating the local America 250 NC commemorative activities, county commissioners must pass and sign the resolution. A simple resolution noting the creation of the committee and its alignment with the statewide America 250 NC mission can serve as the official designation for the group. A sample resolution is below:

RESOLUTION OF _____ COUNTY

RECOGNIZING AND APPROVING OF THE _____ COUNTY

OFFICIAL AMERICA 250 NC COMMITTEE

A resolution of _____ County, North Carolina, supporting the America 250 NC committee for the United States semiquincentennial (AMERICA 250 NC).

WHEREAS, Roy Cooper, Governor of North Carolina, created AMERICA 250 NC to plan, encourage, develop, and coordinate the commemoration of the 250th anniversary of the United States and North Carolina's integral role in that event and the role of its people on the nation's past, present, and future: and

WHEREAS, AMERICA 250 NC has a mission to engage ALL North Carolinians and ALL 100 counties through their many signatures and officially recognized programs, projects, and events over the commemoration by inspiring future leaders and celebrating North Carolina's contributions to the nation over the last 250 years; and

WHEREAS, by adoption of America 250 NC's mission, _____ County Committee is officially formed to achieve the goals of AMERICA 250 NC.

NOW, THEREFORE, BE IT RESOLVED, that the County of _____ hereby endorses AMERICA 250 NC and its mission; and

RESOLVED, the County of _____ officially establishes an AMERICA 250 NC Committee made up of a diverse group of citizens to work with AMERICA 250 NC on any and all activities. The participants of the _____ County Committee will be strictly voluntary roles and there will be no compensation for participation.

IT IS FURTHER RESOLVED that a copy of this resolution be sent to the _____ legislative delegation and the AMERICA 250 NC Committee.

ADOPTED this _____ day of _____, 202__.

Official county committees should also complete the registration and contact form that includes membership information, as well as a designated contact person to be a liaison with the statewide America 250 NC leadership. Be advised that the liaison's name and email address will be posted on the website. The contact form can be found on the America 250 website.

Local grant funds are available during FY2023-2024 and FY 2024-2025 to underwrite the costs of local commemorative events and programming. One type of local grant is available exclusively to official county committees during the FY 2023-2024.

Are you wondering how you can get involved with others in your community or at your museum, library, or historic site?

Here are some suggestions:

EXPLORE DNCR RESOURCES FOR PLANNING LOCAL EVENTS, EXHIBITS, AND PROGRAMS

- » The State Archives YouTube channel includes videos from a recorded series of workshops on community collecting and storytelling for the America 250 NC commemoration.
- » Watch the America 250 NC website for additional resources with tips and suggestions for local programming, including resources from organizations such as the American Association of State and Local History.

EMBRACE HISTORY WITH HISTORY-MINDED PROGRAMS

- » Host a lecture series by inviting experts on NC history to speak on their work at a local library, school, museum, or park.
- » Host a traveling exhibit from DNCR. Non-artifact exhibits will be available to travel to a variety of locations across the state. Some print-on-demand exhibit panels will also be available. Consider adding local content to the exhibit.

- » Highlight local history and people with an event or program focused on your visions of freedom, gathering of voices, or common ground.
- » Augment an existing festival, parade, or annual event by adding America 250 NC themes, activities, and costumed living historians to an annual event to highlight the commemoration without planning an entirely new event.
- » Commemorate important national and local events through public programs, such as a reading of the Declaration of Independence in your community on July 4, 2026.
- » Sponsor an essay or poster contest for local K-12 students using the America 250 NC themes and local or statewide historical topics.

EMBRACE THE ARTS WITH YOUR LOCAL ARTS COUNCIL

- » Musical performances, theater, and artist exhibitions by artists young and old can share a spirit of pride in your community and its history.
- » Community storytelling with local storytellers can entertain and educate even as they encourage community elders to share their history through oral history projects.
- » Hold a film screening-Consider screening a film related to one of the topics mentioned, such as the Revolutionary War or the civil rights movement. Develop questions to engage the audience in viewing.

EXPLORE YOUR AREA'S NATURAL HISTORY

- » Host a nature walk using a leader who can highlight your region's natural landscapes from 250 years ago.
- » Develop a program or story walk about the revival of iconic species of state and nation, such as the red wolf or the bald eagle.

ENCOURAGE LITERACY WITH YOUR LOCAL LIBRARY

- » Start a book club to discuss topics related to the Revolutionary War, civil rights, colonial food, and many more!
- » **Request** a children's America 250 NC activity bag for your local libraries or cultural institutions. These bags include a selection of children's books and activities families can explore together. Be advised that quantities are limited.
- » Host story times or build a story walk with a children's book about the Revolutionary War. Watch for the release of DNCR's four children's books related to the commemoration themes.

SHARE ON SOCIAL MEDIA.

- » Whatever you decide to do, share it! Tag us @AMERICA250NC in your commemorations and learning experiences and we will share on our platform. Also consider making Facebook groups to build community around topics and experiences.

WE CAN'T WAIT TO SEE WHAT YOU DO!



KEEPING UP TO DATE WITH AMERICA 250 NC

While we encourage you to consider developing events and educational programs to align with the commemoration, there are several low-input possibilities for making your voice and impact heard. To keep up to date on our plans for the commemoration, visit America250.nc.gov

NEWSLETTER

Our newsletter is the quickest and most effective way to learn about our progress and plans. This is where you will find updates on our themes, our events, and our planning across the state. You can sign up on our [website](#).

SOCIAL MEDIA

As we ramp up our activities, we will be sharing across [Facebook](#) and [Instagram](#). We encourage you to follow us and share with your networks.

EVENT SUBMISSION

Planning an event? Submitting to the America 250 NC calendar is easy! Fill out [this form](#) for consideration. Be sure to check the content and type of event against our themes to be sure it is relevant to the commemoration.

BLOG SUBMISSION

We want to hear from you! It's important to us that diverse North Carolinian voices are shared on our platform. Our blog will feature submissions from academics, creatives, and public reflections on our state's history. If you're interested in submitting a piece, please reach out to America250NC@dncr.nc.gov

ADDITIONAL RESOURCES AND MEDIA

For additional resources about how North Carolina is preparing for the 250th anniversary, including publications, webinars recordings, blog posts, and other materials, visit America250.nc.gov

For additional information about the U.S. Semi-quincentennial Commission and America 250, visit america250.org

American Association for State and Local History Guide and Programs: <https://aaslh.org/programs/250th/>

USEFUL LINKS AND RESOURCES

From within the Department of Natural and Cultural Resources

AMERICA250NC

<https://www.america250.nc.gov/>

DEPARTMENT OF NATURAL & CULTURAL RESOURCES

<https://www.dncr.nc.gov/>

STATE LIBRARY OF NORTH CAROLINA

<https://statelibrary.ncdcr.gov/>

STATE LIBRARY GUIDES

<https://statelibrary.ncdcr.libguides.com/>

STATE ARCHIVES OF NORTH CAROLINA

<https://archives.ncdcr.gov/>

STATE ARCHIVES & STATE LIBRARY DIGITAL COLLECTIONS

<https://digital.ncdcr.gov/>

NCPEDIA (THE ENCYCLOPEDIA OF ALL THINGS NORTH CAROLINA)

<https://ncpedia.org/>

ANCHOR (ONLINE TEXTBOOK OF ALL NC HISTORY)

<https://www.ncpedia.org/anchor/anchor>

NORTH CAROLINA MUSEUM OF HISTORY

<https://www.ncmuseumofhistory.org/>

FEDERATION OF NC HISTORICAL SOCIETIES

<https://www.dncr.nc.gov/about-us/history/federation-north-carolina-historical-societies>

STATE ARCHIVES ORAL HISTORY SECTION

<https://archives.ncdcr.gov/researchers/collections/oral-histories>

FAMILY HISTORY & GENEALOGY

<https://www.dncr.nc.gov/programs-services/family-history-genealogy>

NORTH CAROLINA IN THE US REVOLUTION

<https://www.ncpedia.org/history/usrevolution/overview>

THE AMERICAN REVOLUTION IN NC

https://www.carolana.com/NC/Revolution/NC_Revolutionary_War_Known_Battles_Skirmishes.htm

"IT'S REVOLUTIONARY" NC TRIP IDEAS

<https://www.dncr.nc.gov/explore/trip-ideas/its-revolutionary>

NORTH CAROLINA HISTORICAL HIGHWAY MARKERS

<https://experience.arcgis.com/experience/859056849ffd-4da2b01ac3d961c988b5>

NORTH CAROLINA HISTORICAL MARKER PROGRAM

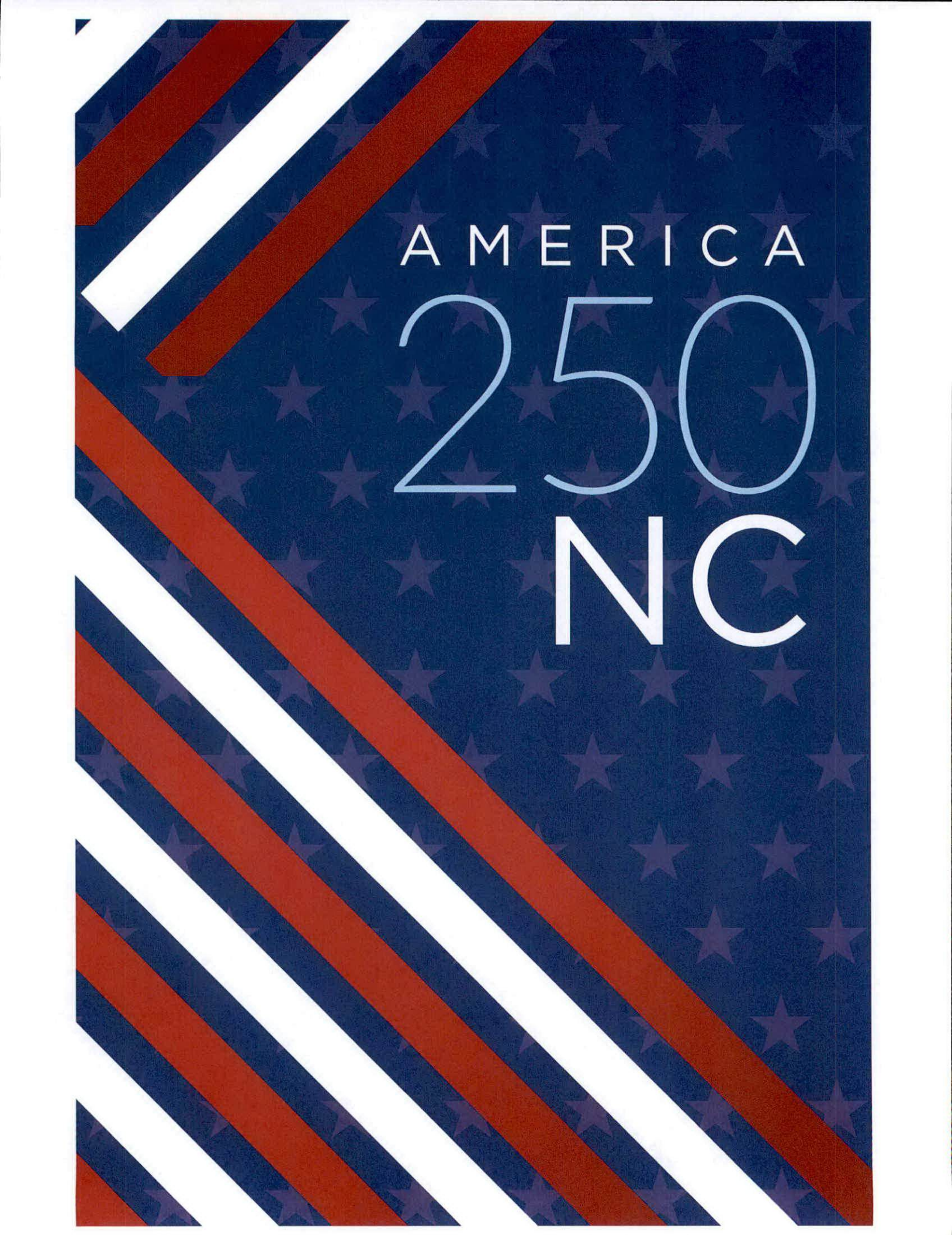
<https://www.dncr.nc.gov/about-us/history/division-historical-resources/nc-highway-historical-marker-program>

AMERICA 250 NC LOGOS AND BRANDING GUIDES

NOTES

 ur logos are available for use to our partners! If you are interested in becoming a partner, please visit our [website](#) to access our partner toolkit.



The background of the entire image is a stylized American flag. It features a dark blue field filled with a grid of small, light blue stars. Overlaid on this field are several thick, diagonal stripes in red, white, and blue, running from the top-left towards the bottom-right. The stripes are of varying widths and are positioned to create a sense of movement and depth.

AMERICA

250

NC

February 15, 2024

Access Chowan - Kick-off Meeting Summary

Attendees:

Kevin Barnes, PLA – Timmons Group
Stephanie Davis, ASLA – Timmons Group
Kelly Bowers – Hertford County
Kevin Patterson - Hertford County
Brad - Hertford County

On February 6, 2024, Timmons Group met with members of Hertford County at the Hertford County Government Center in Winton, NC to kick-off the Access Chowan Master Planning project. The following is a summary of items discussed.

1. Discussion Notes

Master Planning Elements:

- Open spaces: The county currently utilizes the existing large open space for events such as Easter egg hunts, Halloween, fireworks, etc.
- Shelters:
 - Gathering spaces are very important to the County
 - 1 large shelter for large gatherings
 - 2-3 smaller shelters for more private gatherings
- Bridges:
 - A couple of bridges may be needed to cross over existing ravines to make necessary pedestrian connections. These bridges are for pedestrian use but would allow for small maintenance vehicles to cross (such as Gators/ATVs).
- Parking:
 - Additional parking areas may include an informal gravel overflow area for less frequent high attendance events, school bus parking.
 - Lot/area needed by the boat dock
 - Possible expansion of the Government Center parking lot
- Restroom facilities
 - Located by boat dock and possibly near the Government Center parking lot area.
 - A restroom/shelter combo may be feasible
- River access
 - Potential kayak slip (May also include an accessible option). The County has received requests for one.

- Fishing pier/floating docks would be nice to have if there is a good location for one but the boat slips must remain as part of the County's agreement with the adjacent subdivision.
- Playground
 - Equipment focused on age groups between Pre-K and elementary school.
- Recreational Facility – In the far future but a thoughtful location on the Master Plan is requested.
- Hiking trails
- Wetland trails – County is open to implementing one in the Master Plan.

Other discussion items:

- A future Health Department building may be built adjacent to the Government Center parking lot (not to be placed on park purchased land).
- Planning and zoning stipulation with the adjacent neighborhood requires a connection to the proposed trails.
- Parking lot ditch may need to be piped in order to expand the existing parking lot.
- Funding
 - PARTF grant:
 - Master Plan will be used to apply
 - County has a consultant they plan to use for the application process.
 - Real Estate Trust Fund
- Museum – future building adjacent to government complex and may provide restroom facilities in the future.
- Nothing is to be done with the far western triangular portion of the site which is sandwiched between the prison and the rest of the park.
- Heritage and archeological-
 - No known archaeological considerations are needed
- Environmental
 - No known species considerations are present
- The parcel located directly to the south of the park has been zoned for commercial and the owner plans to develop it in the future.
- Utilities
 - Utilities available to the subdivision includes Town of Winton water, and wastewater is on septic.
 - Natural gas, water, and sewage is available to the government complex and prison and may be made available in the future. A pump station may be an option for a restroom building near the river.

2. Action Items

Timmons

- Review GIS sewer data
- Develop early conceptual plan

Hertford County

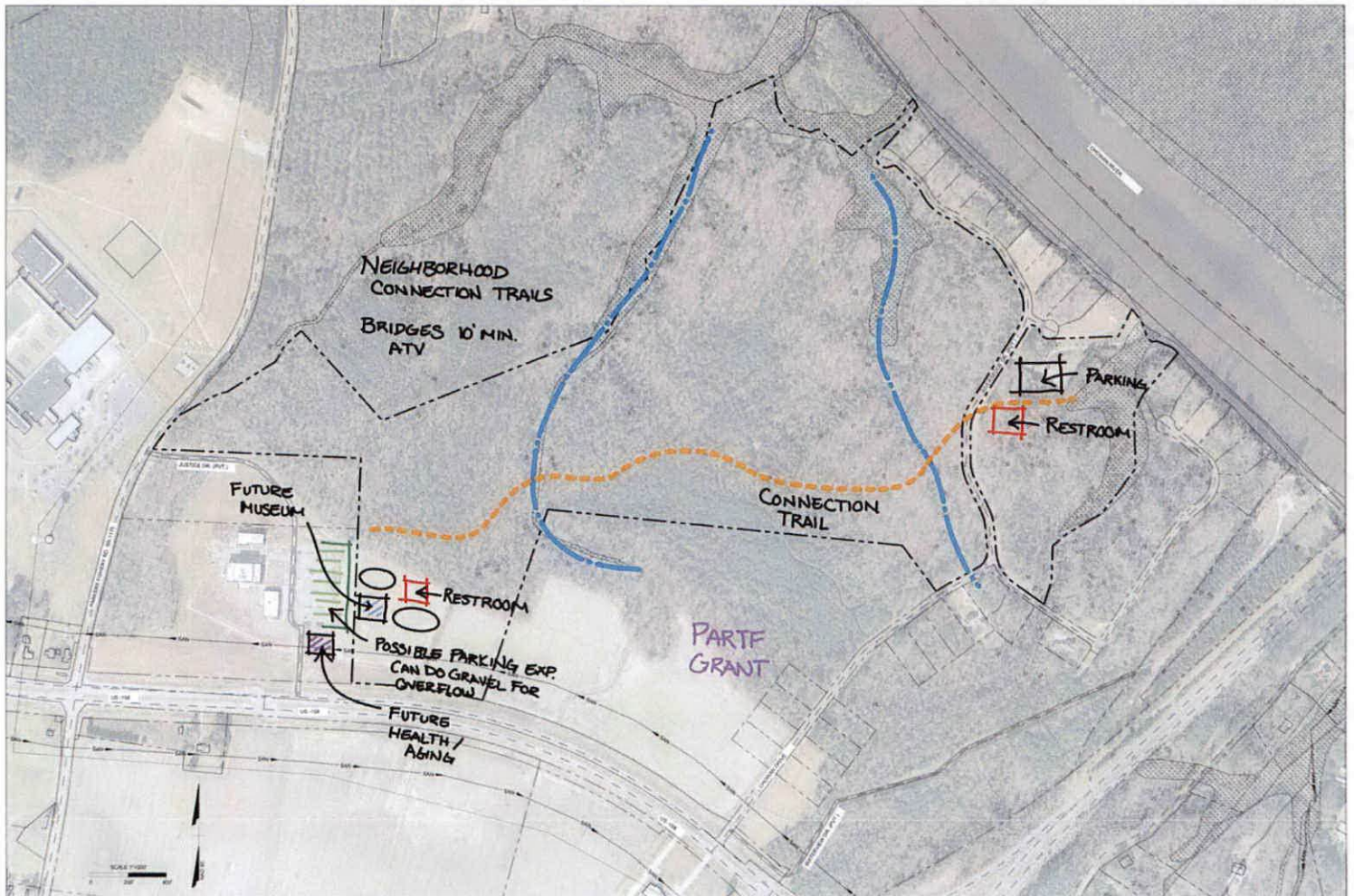
- Kelly to reach out for potential drone footage.
- Share any as-built information from previous development that has utility information.

The above is the author's understanding of the topics discussed and decisions made during the meeting. Any inaccuracies should be submitted to the landscape architect's attention within two weeks of receipt or this summary will be considered accurate.

Prepared by: Kevin Barnes, PLA / ASLA
Stephanie Davis, ASLA

Landscape Architect, Project Manager
Landscape Architecture Project Designer

Attachments: N/A





Administrative Memorandum

DATE: March 4, 2024
TO: Hertford County Board of Commissioners
FROM: Board Chair/Clerk Tyler

DESCRIPTION: Memo # 10332

Board Chair's/Clerk's Report

For Office Use: Required Signature Approval(s) if Applicable

Interim County Manager Signature _____

_____ Date

County Attorney Signature _____

_____ Date

HR/Risk Mgmt. Director Signature _____

_____ Date

Finance Director Signature _____

_____ Date

Funding source (if applicable): _____

Department Head Signature _____ Date _____

Mr. André Lassiter, Chairman
 Mr. John D. Horton, Vice-Chairman
 Mr. Leroy Douglas
 Mr. Ronald J. Gatling
 Mr. William F. Mitchell, Jr.



Board of Commissioners' Upcoming Events Calendar

March 4, 2024

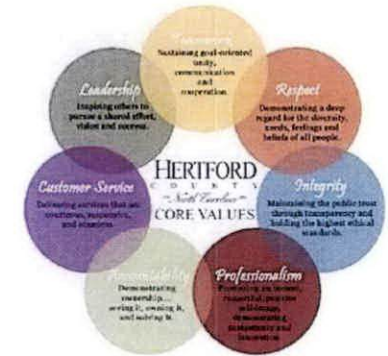
Date	EVENT	TIME/LOCATION	ATTENDED BY/ADDITIONAL INFORMATION, ETC.
March 2024 (Women's History Month)			
March 4th (Monday)	Regular Board Meeting Board Retreat Immediately Following	9 AM/ Commissioners' Chambers/Judicial Center	Open to Public
March 8th (Friday)	International Women's Day		Theme: "Inspire Inclusion" Purpose: annual observance to highlight the contributions of women to events in history and the current society.
March 18th (Monday)	Regular Board Meeting Commissioners' Advisory Board On Aging Meeting	7 PM/ Commissioners' Chambers/Judicial Center 12 Noon – Government Ctr. Conference Room	Open to Public
March 20th – 21st (Wed. – Thurs.)	2024 Rural Summit "Building A Vibrant Future"	Raleigh Crabtree	
March 20th (Wed.)	Opioid Settlement Meeting	12 PM Government Center Conference Room	
March 29th (Friday)	Holiday Good Friday	Holiday	

Date	EVENT	TIME/LOCATION	ATTENDED BY/ADDITIONAL INFORMATION, ETC.
March 30 th (Saturday)	Community Easter Egg-stravaganza	1:00 PM – 4:00 PM Government Center Parking Lot	Open to Public

Reminders: (Additional Updates/Information):

- County Manager Advertising continues
- Hertford County Community Recognitions continue through March 2024

Date for 2024 County Address



Mission:

To demonstrate a good return for tax dollars by delivering services that exceed the performance standards of the citizens that *receive them*. *To this end, we will strive to create and maintain a work environment that, on balance, motivates Hertford County's workforce to consistently excel in the provision of those services.*



Administrative Memorandum

REQUEST FOR BOARD ACTION

DATE: March 4, 2024
TO: Hertford County Board of Commissioners
FROM: Chairman Andre' M. Lassiter, Sr.

DESCRIPTION: Memo # 10333

Commissioners' Comments

For Office Use: Required Signature Approval(s) if Applicable

Interim County Manager Signature _____

Date _____

County Attorney Signature _____

Date _____

HR/Risk Mgmt. Director Signature _____

Date _____

Finance Director Signature _____

Date _____

Funding source (if applicable): _____

Department Head Signature _____

Date _____



Administrative Memorandum

REQUEST FOR BOARD ACTION

DATE: March 4, 2024
TO: Hertford County Board of Commissioners
FROM: Chairman Andre` M. Lassiter, Sr.

DESCRIPTION: Memo # 10334

Closed Session (As allowed under NCGS § 143-318.11(a)(3) to
consult with the County Attorney)

For Office Use: Required Signature Approval(s) if Applicable

Interim County Manager Signature _____

Date _____

County Attorney Signature _____

Date _____

HR/Risk Mgmt. Director Signature _____

Date _____

Finance Director Signature _____

Date _____

Funding source (if applicable): _____

Department Head Signature _____

Date _____