Minutes
Regular Meeting
Hertford County Board of Commissioners
Multi-Purpose Room – Judicial Center
Tuesday, September 5, 2017
9:00 A.M.


Also Present with the Board: Loria D. Williams, County Manager; Attorney Charles Revelle; Juan Vaughan, II, Assistant County Manager; and Teresa Cowan, Clerk to the Board

Chairman Ronald J. Gatling called the meeting to order and Commissioner William A. Mitchell provided the invocation.
Chairman Gatling asked that we take a Moment of Silence for the victims of Hurricane Harvey in Houston, Texas.

CONSENT AGENDA

1. Tax Releases for Month Ending August 31, 2017

On a motion by Com. Freeman and a second by Com. Mitchell, the Board voted unanimously to approve the Consent Agenda with the exception of Tax Releases for Homestead and Maney’s Neck Township until we obtain further clarification:

<table>
<thead>
<tr>
<th>BILL#</th>
<th>NAME</th>
<th>LEVY</th>
<th>VALUE</th>
<th>TAX</th>
<th>RELEASED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct. #37642 Parcel #17A5993503450</td>
<td>Evelyn &amp; Gladys Ransome, Heirs</td>
<td>2017</td>
<td>17,561</td>
<td>G01 - $147.51 C01 - $142.24</td>
<td></td>
</tr>
<tr>
<td>Acct. #10098 Parcel #17A5993-51-9217</td>
<td>Lassiter, Carrington W.</td>
<td>2017</td>
<td>29,511</td>
<td>G01 - $247.89 C01 - $239.03</td>
<td></td>
</tr>
<tr>
<td>Acct. #24345 Parcel #17A24345.10</td>
<td>Byrums Farm Service Center, Inc.</td>
<td>2017</td>
<td>663</td>
<td>G01 - $5.57 F01 - $0.27</td>
<td></td>
</tr>
<tr>
<td>Acct. #39049 Parcel #16A5993622190 #15A5993622190 #14A5993622190 #13A5993622190 #12A5993622190</td>
<td>Outlaw, Jahmelia &amp; Tiffany *County Owned Foreclosed Property County owned foreclosed property was sold for a value less than the actually were taxes due on this account.</td>
<td>2016</td>
<td>35,938</td>
<td>G01 - $302.05 C01 - $291.26 AO - $2.50</td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td>35,938</td>
<td>G01 – $302.05 C01 - $273.28 AO - $2.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td>35,938</td>
<td>G01 – $302.05 C01 - $273.28 AO - $2.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td>35,938</td>
<td>G01 – $302.05</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2012 35,938 C01 - $273.28 AO - $2.50
G01 – $302.05 G01 - $273.28 AO - $2.50

Acct. #4823
Parcel #17A4823.10
Depreciation schedule change from D6 to U5, based on information provided by taxpayer.

Variety Stores, Inc.
2017 173 G01 - $1.45 C01 - $1.40

Acct. #35834
Parcel #17A5994227863
Error in multiple parcel transfer in 2016. This parcel did not transfer.

Foster, Patricia H.
2017 33,190 G01 - $278.80 F01 - $13.28

MURFREESBORO TOWNSHIP

WINTON TOWNSHIP

Acct. #22637
Parcel #17A5985564573
Error in transferring of property by Land Records, which caused the OAE to drop off

Pate, Kenneth H. & Elizabeth H.
2017 101,015 G01 - $848.52

Acct. #44358 & 40483
Parcel #17A5975892658
#17A5985059561
#17A5975873767
#17A5975971813
PUV removed off the Parcels, it should have been just the cropland.

Miller, James; Cooke, Manning & Michael
2017 16,730 16,730 G01 – $140.53 G01 - $140.53 G01 - $140.53

Acct. #44358
Parcel #17A5975892658.3
#17A5975892658.2
#17A5975892658.1
PUV removed off the parcel. Only cropland should have been removed from program.

Miller, James, Cooke, Manning & Michael
2017 16,730 16,730 G01 – $140.53 G01 - $140.53 G01 - $140.53

Acct. #34110
Parcel #17A34110.60
#16A34110.60
#15A34110.60
Taxpayer sold property and failed to take care of listing.

Sexton, Clifton Wallace
2017 6,824 7,035 7,253 G01 - $60.93 C06 - $47.14 G01 - $59.09 C06 - $45.73 G01 - $57.32 C06 - $44.36

Acct. #43789
Parcel #17A6926023418
Property is not habitable or is unoccupied with no electrical service during the period of July 1, through June 30th of the taxable year.

Knight, Mary Louise * Manley, JoAnn
2017 6,824 W01 - $75.00 W02 - $75.00

MANEY'S NECK TOWNSHIP

Beale, Beatrice
2017 41,749 G01 - $350.69

Acct. #42006
Parcel #17A5070834495
The error occurred due to the merging of the leasehold and the parent parcel number which created a new parcel number causing the homestead exclusion to drop off.

ST. JOHN TOWNSHIP

Acct. #43773
Parcel #17A5961331447
Taxpayer reported to Assessor’s office in error. Stated they only had one dog on January 1, 2017, and also put a dog on the personal property abstract.

Osborne, Shirley
2017 6,824 D01 - $5.00
<table>
<thead>
<tr>
<th>Acct. #</th>
<th>Parcel #</th>
<th>Owner(s)</th>
<th>Year</th>
<th>W1</th>
<th>W2</th>
</tr>
</thead>
<tbody>
<tr>
<td>2986</td>
<td>17A693435311201</td>
<td>Carr, Donnie J &amp; Carolyn</td>
<td>2017</td>
<td>$75.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>33681</td>
<td>17A33681.20</td>
<td>Powell, Johnny</td>
<td>2017</td>
<td></td>
<td>G01 - 168.80</td>
</tr>
<tr>
<td>34445</td>
<td>17A6943550458</td>
<td>Vinson, Cola Heirs</td>
<td>2017</td>
<td>W01 - $75.00</td>
<td>W02 - $75.00</td>
</tr>
<tr>
<td>3851</td>
<td>17A3851.20</td>
<td>Cotton, Ronald Keith</td>
<td>2017</td>
<td>G01 - $12.11</td>
<td></td>
</tr>
</tbody>
</table>

**MANEYS NECK TOWNSHIP**

2. Approval of Minutes - Regular Meeting for Aug 21, 2017

Minutes
Regular Meeting
Hertford County Board of Commissioners
Multi-Purpose Room – Judicial Center
Monday, Aug 21, 2017
7:00 P.M.


Also Present with the Board: Loria D. Williams, County Manager; Attorney Charles Revelle; Juan Vaughan, II, Assistant County Manager; and Teresa Cowan, Clerk to the Board

Chairman Ronald J. Gatling called the meeting to order and Commissioner Curtis A. Freeman provided the invocation.

CONSENT AGENDA

On a motion by Com. Farmer and a second by Com. Mitchell, the Board voted unanimously to approve the Consent Agenda as follows:

(1) Approval of Minutes
   a. August 7, 2017 - Regular Minutes

BUDGET AMENDMENTS

On a motion by Com. Mitchell and a second by Com. Freeman, the Board voted unanimously to approve the following FY 2017-2018 Hertford County Budget Ordinance Amendment # 6 as presented by Sandy Pittman, Finance Director.

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2017-2018

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, 2018:
### Revenue

<table>
<thead>
<tr>
<th>Department</th>
<th>Account Number</th>
<th>Account Description</th>
<th>Amount Increase</th>
<th>Amount Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>100112 448500</td>
<td>Fund Balance Appropriated</td>
<td>$ 22,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(EDC Funds)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Changes in Revenue**  
$ 22,000 $ -

**Net Change in Revenue**  
$22,000

### Expenditure

<table>
<thead>
<tr>
<th>Department</th>
<th>Account Number</th>
<th>Account Description</th>
<th>Amount Increase</th>
<th>Amount Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economic Development</td>
<td>104240 527000</td>
<td>USDA RBIDG Matching Funds</td>
<td>$ 22,000</td>
<td></td>
</tr>
</tbody>
</table>

**Total Changes in Expenditures**  
$ 22,000 $ -

**Net Change in Expenditures**  
$22,000

**Explanation:**

Budget for matching funds for USDA Rural Business Development Grant as approved by Board August 7, 2017.

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**SETTLEMENT OF TAXES FOR FY 2016-2017**

On a motion by Com. Mitchell and a second by Com. Freeman, the Board voted unanimously to approve the Settlement for current Taxes for FY 2016-2017 as presented by Sheena Suggs, Tax Collector.

Com. Horton had a question about the process for removing back taxes off the books and would like to revisit the collection process.

**SETTLEMENT FOR CURRENT TAXES FOR FISCAL YEAR 2016-2017**

**TO:** Hertford County Board of Commissioners  
**FROM:** Sheena Suggs, Tax Collector  
**DATE:** August 21, 2017

**CHARGES TO THE COLLECTOR:**

1. Total amount of all taxes placed in the Tax Collector’s hands for collection for the year: $ 19,595,160.44
2. All late listing penalties and costs collected by the Tax Collector: $ 67,792.20

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Amendment #: 6  
Approved:  
Posted:  

Finance Director:  
Date: 
3. All interest on taxes collected by the Tax Collector: $ 147,928.18

TOTAL: $ 19,810,880.82

CREDITS TO THE TAX COLLECTOR:

1. All sums deposited by the Tax Collector to the credit of the taxing unit or receipted by the property official: $ 17,000,512.01

2. Releases allowed by the governing body (including Refunds and reductions in valuation): $ 46,628.55

3. The principal amount of taxes determined to be Insolvent and to be allowed as credits by the governing body: $ 0.00

TOTAL: $ 17,047,140.56

Respectfully submitted,

_______________________
Sheena Suggs, Tax Collector

SWORN TO AND SUBSCRIBED BEFORE ME, this _______day of August, 2017.

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Notary Public

ORDER TO COLLECT 2017 TAXES

On a motion by Com. Freeman and a second by Com. Mitchell, the Board voted unanimously to approve the Order to Collect 2017 Taxes as presented by Sheena Suggs, Tax Collector.

Com. Horton had questions about the Settlement Report figures (17 million) vs. the Order to Collect for Hertford County only figures (15 million).

STATE OF NORTH CAROLINA
COUNTY OF HERTFORD

To the Tax Collector of the County of Hertford:

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of the County Assessor and in the tax receipts herewith delivered to you on July 25, 2017, in the amounts of $15,703,706 and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be the first lien upon all real property of the respective taxpayers in the County of Hertford, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this ___________day of August, 2017.

__________________________ (Seal)
Chairperson, Board of Commissioners of Hertford County

LEGAL RETAINER FOR FY JULY 1, 2017–JUNE 30, 2018

On a motion by Com. Freeman and a second by Com. Mitchell, the Board voted unanimously to approve the Legal Retainer for FY 7/1/17 – 6/30/18.

BOARD APPOINTMENTS

On a motion by Com. Farmer and a second by Com. Horton, the Board voted unanimously to table the Board Appointments for the Parks and Recreation Advisory Commission until corrections could be made on the roster.

RESOLUTION APPROVING THE CONVEYANCE OF SURPLUS PROPERTY
On a motion by Com. Farmer and a second by Com. Horton, the Board voted unanimously to approve the Resolution of Conveyance of Surplus Property of Various Non-Profit Organizations presented by Juan Vaughan, Assistant County Manager.

RESOLUTION APPROVING
THE CONVEYANCE OF SURPLUS PROPERTY
TO VARIOUS NON-PROFIT ORGANIZATIONS

WHEREAS, under G.S. 160A-280 a county may donate to another governmental unit within the United States, a sister county, or a nonprofit organization incorporated by the United States any personal property, including supplies, materials, and equipment, that the governing board deems to be surplus, obsolete or unused; and

WHEREAS, this same statute requires the county to post a public notice at least five days prior to the adoption of a resolution approving said donation; and

WHEREAS, on Tuesday, August 15, 2017 a notice of intent to donate surplus/unused property was posted at the Courthouse.

NOW, THEREFORE BE IT RESOLVED by the Hertford County Board of Commissioners that:

1. The furniture items listed in Attachment II which are located in the former Department of Social Services Building; and

2. Said property is donated to Hertford County Public Schools, C.S. Brown Cultural Arts Center, Albemarle Regional Library, R.L. Vann Community Resource Center, and Hertford-Northampton Smart Start in accordance with G.S. 160A-280.

Adopted the 21st day of August 2017.

HERTFORD COUNTY BOARD OF COMMISSIONERS

Ronald Gatling, Chairman

ATTEST: Teresa Cowan, Clerk to the Board

NOTICE OF INTENT TO DONATE SURPLUS/UNUSED PROPERTY LISTED TO VARIOUS NON-PROFIT ORGANIZATIONS
HERTFORD COUNTY, NC

IN ACCORDANCE WITH G.S. 160A-280

Hertford County Public Schools

1. Five-Drawer File Cabinet (7)
2. Two-Drawer File Cabinet (3)
3. Chair (10)
4. Wooden Office Desk (5)
5. Tall Wooden Bookshelf (1)
6. Small Desk/Mobile Station (1)
7. Tall Wooden Paper Organizer (1)
8. Projector Screen (1)
9. Rolling Storage Bin (1)
10. Long Wooden Table (1)

Hertford-Northampton Smart Start

1. Chair (7)
2. Tall Wooden Bookshelf (3)
3. Plastic Brochure/Paper Holder (1)
4. Thirty-Day Wall Organizer (1)

R. L. Vann Community Resource Center

Albemarle Regional Library
1. Chair (17)
2. Short Wooden Bookshelf (1)
3. Large Wooden Office Desk (1)
4. Small Wooden Desk (4)
5. Tall Wooden Bookshelf (3)
6. Five-Drawer File Cabinet (3)
7. Wooden Conference Table (1)
8. Large Plastic Trash Can (1)

C. S. Brown Cultural Arts Center

1. Large Wooden Bookshelf (1)
2. Television & Converter Box (1)
3. Wooden Letter Holder (1)
4. Five-Drawer File Cabinet (1)
5. Wooden Mail Organizer (1)
6. Pin Board (1)
7. Small Metal Rack & Duster (1)

RESOLUTION AUTHORIZING REMOVAL OF DEED BOOK FOR REPAIR, RESTORATION AND REBINDING

On a motion by Com. Freeman and a second by Com. Mitchell, the Board voted unanimously to approve the Resolution to remove the Deed book for repair, restoration and rebinding presented by Melanie Storey, Register of Deeds Manager.

3. Annual Report for Hertford Soil & Water Conservation District

The District conducted several informative programs for civic clubs and community and school groups in the area. Thirty news articles were provided to the local paper to show projects completed and advertise available programs. The 37th Natural Resource Field Day for all 5th grade students in the county was held at the E. R. Evans Farm. The fall day involved 274 students and teachers.
The District is fortunate enough to be included in the NC Agricultural Cost Share Program, a cost-sharing program for small farmers and/or landowners to implement best management practices (BMPs) for erosion control and water quality on the landscape. These funds are awarded through the North Carolina Agricultural Cost Share Program administered by the NC Soil and Water Conservation Commission. This program is made possible with federal and state funding through the Natural Resources Conservation Service. Projects must be approved by our District staff and must meet the standards set by the North Carolina Agricultural Cost Share Program. The funds are distributed on a first-come, first-served basis and are intended to help small farmers and/or landowners implement BMPs on their properties.

The District staff works closely with landowners to identify potential projects and to assist in the application process. This program provides a valuable opportunity for landowners to reduce their risk of non-compliance with the state and federal permits and regulations, while improving the overall water quality of the region.

This year the Hanford Soil & Water Conservation District has assisted 1,214 citizens of Hanford County through education and technician assistance. We have also provided $330,995 in financial assistance to landowners and land users within the county. These funds help stimulate our local economy throughout the year.

An education, technical, and financial assistance helps protect and present our natural resources for our future generations.
NEW COUNTY EMPLOYEES

All of the Commissioners welcomed the New Hire group and showed appreciate for them choosing Hertford County to work.

<table>
<thead>
<tr>
<th>Employees Hired/Transfer</th>
<th>PT/FT</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linda Brooks</td>
<td>FT</td>
<td>Detention Center</td>
</tr>
<tr>
<td>Terrance Demsey</td>
<td>FT</td>
<td>Detention Center</td>
</tr>
<tr>
<td>Courtney Lassister</td>
<td>PT</td>
<td>E911</td>
</tr>
<tr>
<td>Jessie Cobb</td>
<td>PT</td>
<td>E911</td>
</tr>
<tr>
<td>Cameron Butts</td>
<td>PT</td>
<td>EMS</td>
</tr>
<tr>
<td>William Fischer, Jr.</td>
<td>FT</td>
<td>EMS</td>
</tr>
<tr>
<td>Alyssa Walters</td>
<td>FT</td>
<td>Facilities</td>
</tr>
<tr>
<td>Myra Miller</td>
<td>FT</td>
<td></td>
</tr>
<tr>
<td>Johnny Joyner</td>
<td>FT</td>
<td>HCSO</td>
</tr>
</tbody>
</table>

BANK CORPORATE RESOLUTIONS

On a motion by Com. Mitchell and a second by Com. Freeman, the Board voted unanimously to approve the Southern Bank Corporate Resolutions for:

- Inmate Trust fund
- Payroll Account
- General Fund
- Social Services Trust Account
- Central Depository

BUDGET AMENDMENTS

On a motion by Com. Freeman and a second by Com. Mitchell, the Board voted unanimously to approve Budget Amendment #7; (Community College Capital Outlay)

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2017-2018

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, 2018:
### Revenues

<table>
<thead>
<tr>
<th>Department</th>
<th>Account Number</th>
<th>Amount Increase</th>
<th>Amount Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>100112 448500</td>
<td>$142,061</td>
<td></td>
</tr>
</tbody>
</table>

**Total Changes in Revenue:** $142,061

### Expenditures

<table>
<thead>
<tr>
<th>Department</th>
<th>Account Number</th>
<th>Amount Increase</th>
<th>Amount Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Schools</td>
<td>108050 528004</td>
<td>$142,061</td>
<td></td>
</tr>
</tbody>
</table>

**Total Changes in Expenditures:** $142,061

### Explanation:

To carry forward capital outlay funding for RCCC project not completed by year end.

Amendment # 7

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**BIDS FOR HERTFORD COUNTY FORECLOSED PROPERTIES**

On a motion by Com. Freeman and a second by Com. Mitchell, the Board voted unanimously to accept for advertisement for upset bids the Bids of the following foreclosed properties:

1. Pin# 5072-90-2390 (FRB Custom Homes of NE, NC, LLC)
2. Pin# 5944-40-6085 (Pauline Bush, Heirs)
3. Pin# 5081-19-4457 (FRB CUSTOM Homes of NE, NC, LLC)
DEPARTMENT OF SOCIAL SERVICES RECLASSIFICATION

On a motion by Com. Mitchell and a second by Com. Freeman, the Board voted unanimously to approve the reclassification of Social Worker II in the Work First Division to an Income Maintenance Caseworker II. This request has been approved by the State also.

NATIONAL WEATHER SERVICE OFFICE

Mr. Bill Sammler, Warning Coordination Meteorologist from the National Weather Service Office in Wakefield, VA, presented Chris Smith a plaque thanking him and his staff for outstanding service while making Hertford County a StormReady Community.

DEPARTMENT OF SOCIAL SERVICES UPDATE

Ms. Brenda Brown, Director of Social Services provided an update on Medicaid. She explained who it served and how many DSS workers were staffed to handle Hertford County claims. She spoke about recent Audits and the many processes put in place to train her employees’ namely, 2nd party reviews, monthly training and help from the state agency.

COUNTY MANAGER’S COMMENTS

The County Manager asked of the Commissioners to revive the Community Leaders Forum sessions, setting a meeting on Sept 28, 2017. She provided them with comments from the last session.

COMMISSION’S COMMENTS

Chairman Gatling discussed the notification of Public Hearing for any town or city where a project is being financed by the NC Capital Facilities Finance Agency is located. (Ahoskie)

Commissioner Farmer asked the Board about sending a letter of reference to the Engineers to upgrade the standards of Rte. 158 as it is in Murfreesboro raising the speed limit to 60 mph.

Commissioner Freeman updated the Board on the play written by Caroline Stephenson on Ms. Katie Hart, who was the first Librarian in Hertford County. It will be shown at the C. S. Brown Cultural Arts Center. The date of the Matinee is Thurs. Sept. 28, 2017 at 10am & 1pm and the Public showing is on Sept. 30, 2017 at 2 pm & 6 pm. He also reminded everyone that the Cultivator Bookstore in Murfreesboro was started in August 2016 by the Stephenson family.

Commissioner Horton thanked those who were instrumental in getting the sign replaced in the Vaughan Town Road area.

CLOSED SESSION

On a motion by Com. Freeman and a second by Com. Mitchell, the Board voted unanimously to go to Closed Session.

Minutes of Closed Session are on file in the office of the Clerk to the Board

REGULAR SESSION

On a motion by Freeman and a second by Com Horton the Board voted unanimously to go back to Regular session.

ADJOURN MEETING