

Minutes
Regular Meeting
Hertford County Board of Commissioners
Multi-Purpose Room – Judicial Center
Tuesday, October 16, 2017
7:00 P.M.

Present: Ronald J. Gatling and John D. Horton Curtis A. Freeman, Sr., and William F. Mitchell, Jr. and Johnnie R. Farmer

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 provided the invocation.

CHANGES TO THE AGENDA:

On a motion by Com. Freeman and a second by Com. Mitchell, Refund on Property Tax for Alexander Moore should be added as Memo 8820 (b).

On a motion by Com. Freeman and a second by Com. Horton, clarification of Board Compensation/Stipends for the Board of Elections and DSS should be added as Memo 8820 (c).

CONSENT AGENDA

On a motion by Com. Farmer and a second by Com. Freeman, the Board voted unanimously to approve the Consent Agenda

1. Vehicle Tax Refunds

a. James L. Eure	Adjustment	\$297.26
b. Jessie N. Holloman	Proration	169.97
c. Demetrius Moore	Tag Surrender	174.08
d. Northeastern Glass	Vehicle Sold	160.01

TEC DATA SYSTEMS Vehicle Tax Collection:

	TEC DATA SYSTEMS Vehicle Tax Collection:										
		Levy Added				Total				Total	Total
Tax Name	Codes	FY 2016-2017	July	August	September	Collected	Oct	Nov	Dec.	Collected	Collected Second Qtr.
Hertford County	G01	\$0.00	(\$2,111.36)	(\$526.77)	(\$1,378.18)	(\$4,016.31)				\$0.00	(\$4,016.31)
Hoskie Fire District	F01	\$0.00	(\$7.08)	\$0.00	(\$10.75)	(\$17.83)				\$0.00	(\$17.83)
Union Fire District	F02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00	\$0.00
Woodland Fire District	F03	\$0.00	\$0.00	\$0.00	(\$9.33)	(\$9.33)				\$0.00	(\$9.33)
Town of Ahoskie	C01	\$0.00	(\$220.25)	(\$119.41)	\$0.00	(\$339.66)				\$0.00	(\$339.66)
Ahoskie License Fees	L1	\$0.00	(\$95.22)	(\$30.95)	\$0.00	(\$126.17)				\$0.00	(\$126.17)
Town of Harrellsville	C02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00	\$0.00
Town of Como	C03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00	\$0.00
Town of Murfreesboro	C04	\$0.00	(\$0.25)	\$0.00	\$0.00	(\$0.25)				\$0.00	(\$0.25)
Murfreesboro License Fees	L4	\$0.00	(\$0.10)	\$0.00	\$0.00	(\$0.10)				\$0.00	(\$0.10)
Town of Winton	C06	\$0.00	\$0.00	(\$36.28)	\$0.00	(\$36.28)				\$0.00	(\$36.28)
Winton License Fees	L6	\$0.00	\$0.00	(\$40.14)	\$0.00	(\$40.14)				\$0.00	(\$40.14)
Town of Cofield	C07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00	\$0.00
Cofield License Fees	L7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00	\$0.00
Garnishments	GAR/RETN CK	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00	\$0.00
	TOTAL	\$0.00	\$2,434.26	\$753.55	\$1,398.26	(\$4,586.07)	\$0.00	\$0.00	\$0.00	\$0.00	(\$4,586.07)
3% Collection Charge Collected			\$9.68	\$6.80	\$0.60	\$17.08					
Tax Name	Tx Codes		Jan.	Feb.	March	Total Collected	April	May	June	Total Collected	
Hertford County	G01					\$0.00				(\$4,016.31)	
Hoskie Fire District	F01					\$0.00				(\$17.83)	
Union Fire District	F02					\$0.00				\$0.00	
Woodland Fire District	F03					\$0.00				(\$9.33)	
Town of Ahoskie	C01					\$0.00				(\$339.66)	
Ahoskie License Fees	L1					\$0.00				(\$126.17)	
Town of Harrellsville	C02					\$0.00				\$0.00	
Town of Como	C03					\$0.00				\$0.00	
Town of Murfreesboro	C04					\$0.00				(\$0.25)	
Murfreesboro License Fees	L4					\$0.00				(\$0.10)	
Town of Winton	C06					\$0.00				(\$36.28)	
Winton License Fees	L6					\$0.00				(\$40.14)	
Town of Cofield	C07					\$0.00				\$0.00	
Cofield License Fees	L7					\$0.00				\$0.00	
	GAR					\$0.00				\$0.00	
	TOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			(\$4,586.07)	

2. Tax Releases

BILL#	NAME	LEVY YEAR	VALUE RELEASED	TAX RELEASED
AHOSKIE TOWNSHIP				
Acct #36028 Parcel #17A36028.10 Taxpayer failed to report in January 2017 that his personal property was in Carteret County. Mr. Cooke brought in proof that property is listed in that county.	Cooke, Robert G., III	2017	118,930	G01 - \$999.01 F01 - \$ 47.57
Acct. #36395 Parcel #17A5972006605 Property is not habitable or is unoccupied with no electrical service during the period of July 1, through June 30 th of the taxable year	Ford, Jennifer W.	2017		W01 - \$75.00 W02 - \$75.00
MURFREESBORO TOWNSHIP				
Acct. #22709 Parcel #17A22709.40 Taxpayer reported on two accounts in error.	Everett, Willie Mae	2017	500	G01 - \$ 4.62 D01 - \$10.00
WINTON TOWNSHIP				
Acct. #29016 Parcel #17A29016.60 Property is not habitable or is unoccupied with no electrical service during the period of July 1, through June 30 th of the taxable year.	Simmons, Thomas	2017		W01 - \$75.00 W02 - \$75.00
Acct. #44358 Parcel #17A5975892658.1 #17A5975892658.2 #17A5975892658.3 Taxpayer miscommunicated with the Assessor’s Office regarding use of the property. See Attached	Miller, James Abner, Cooke, Manning Patrick	2017 2017 2017	5020 5020 5020	G01 - \$42.17 G01 - \$42.17 G01 - \$42.17
Acct. #44358 Parcel #17A5975892658 Taxpayer miscommunicated with the Assessor’s Office regarding use of the property. See Attached	Miller, James Abner, Cooke, Manning Patrick	2017		G01 - \$42.17
Acct. #44358 Parcel #17A5985059561	Miller, James Abner, Cooke, Manning	2017		G01 - \$98.58

Taxpayer miscommunicated with the Assessor’s Office regarding use of the property. See Attached.	Patrick			
Acct. #44358 Parcel #17A5985059561.1 #17A5985059561.2 #17A5985059561.3 Taxpayer miscommunicated with the Assessor’s Office regarding use of the property. See Attached	Miller, James Abner, Cooke, Manning Patrick	2017	11,735 11,735 11,735	G01 - \$98.57 G01 - \$98.57 G01 - \$98.57
Acct. #40483 Parcel #17A5975997183 Taxpayer miscommunicated with the Assessor’s Office regarding use of the property. See Attached	Miller, James Abner	2017		G01 - \$39.88
Acct. #40483 Parcel #17A5975997183.3 #17A5975997183.2 #17A5975997183.1 Taxpayer miscommunicated with the Assessor’s Office regarding use of the property. See Attached	Miller, James Abner	2017 2017 2017	4967 4967 4967	G01 - \$41.72 G01 - \$41.72 G01 - \$41.72
Acct. #40483 Parcel #17A5975873767 Taxpayer miscommunicated with the Assessor’s Office regarding use of the property. See Attached	Miller, James Abner	2017		G01 - \$33.13
Acct. #40483 Parcel #17A5975873767.1 #17A5975873767.2 #17A5975873767.3 Taxpayer miscommunicated with the Assessor’s Office regarding use of the property. See Attached	Miller, James Abner	2017 2017 2017	3943 3943 3943	G01 - \$33.12 G01 - \$33.12 G01 - \$33.12
MANEY’S NECK TOWNSHIP				
Acct. #41999 Parcel #17A41999.30 Property is not habitable or is unoccupied with no electrical service during the period of July 1, through June 30 th of the taxable year.	Maddrey, Annie	2017		W01 - \$75.00 W02 - \$75.00
Acct. #39901 Parcel #17A5061961887 Property is unoccupied with no electrical service during the period of July 1, through June 30 th of the taxable year.	Hill, William Ernest Heirs	2017		W01 - \$75.00 W02 - \$75.00
Acct. #40871 Parcel #17A40871.30 Singlewide mobile home was traded in for a new home at Brown’s MH Sales. Discovery letter is being sent to the new owner for 2017.	Edwards, Patrick H.	2017	5640	G01 - \$47.37 C03 - \$16.92 W01 - \$75.00 W02 - \$75.00
ST. JOHN TOWNSHIP				
Acct. #45035 Parcel #17A5984167896 Property is not habitable or is unoccupied with no electrical service during the period of July 1, through June 30 th of the taxable year.	Vann, Wendy Peele	2017		W01 - \$75.00 W02 - \$75.00
HARRELLSVILLE TOWNSHIP				

3. Approval of Minutes for Sept 5, Sept 18, and Oct 2, 2017

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

Present: Ronald J. Gatling and John D. Horton Curtis A. Freeman, Sr., Johnnie R. Farmer, and William F. Mitchell, Jr.

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 Moments 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:

		LEVY	VALUE	TAX
BILL#	NAME	YEAR	RELEASED	RELEASED
AHOSKIE TOWNSHIP				
Acct #37642 Parcel #17A5993503450 One owner deceased and exemption amount given for 2017 was incorrect in error.	Evelyn & Gladys Ransome, Heirs	2017	17,561	G01 - \$147.51 C01 - \$142.24
Acct. #10098 Parcel #17A5993-51-9217 The Homestead exclusion was applied, however due to an ownership change, the account number changed from #10096 to #10098 causing the exclusion to drop	Lassiter, Carrington W.	2017	29,511	G01 - \$247.89 C01 - \$239.03
Acct. #24345 Parcel #17A24345.10 Taxpayer reported to the Assessor’s office on 8/4/17 that the 2009 Carn. Trailer was stolen, and replaced with a 2014 Trailer	Byrums Farm Service Center, Inc.	2017	663	G01 - \$5.57 F01 - \$0.27
Acct. #39049 Parcel #16A5993622190 #15A5993622190 #14A5993622190 #13A5993622190 #12A5993622190 County owned foreclosed property was sold for a value less than the actually were taxes due on this account.	Outlaw, Jahmelia & Tiffany *County Owned Foreclosed Property	2016 2015 2014 2013	35,938 35,938 35,938 35,938	G01 - \$302.05 C01 - \$291.26 AO – 2.50 G01 – 302.05 C01 - \$273.28 AO - \$2.50 G01 - \$302.05 C01 - \$273.28 AO - \$2.50 G01 – \$302.05

		2012	35,938	C01 - \$273.28 AO - \$2.50 G01 – \$302.05 C01 - \$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 HF - \$7.30
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 #17A5975997183 PUV removed off the Parcels, it should have been just the cropland.	Miller, James; Cooke, Manning & Michael	2017	16,730 53,347 11,276 15,940	G01 - \$140.53 G01 - \$448.11 G01 - \$94.71 G01 - \$133.89
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 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 2016 2015	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 30 th of the taxable year.	Knight, Mary Louise * Manley, JoAnn	2017		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		D01 - \$5.00
HARRELLSVILLE TOWNSHIP				

Acct. #2986 Parcel #17A693435311201 Property is not habitable or is unoccupied with no electrical service during the period of July 1, through June 30 th of the taxable year.	Carr, Donnie J & Carolyn	2017		W01 - \$75.00 W02 - \$75.00
Acct. #33681 Parcel #17A33681.20 Taxpayer listed in January, so penalty was removed.	Powell, Johnny	2017		G01 – 168.80
Acct. #34445 Parcel #17A6943550458 Property is not habitable or is unoccupied with no electrical service during the period of July 1, through June 30 th of the taxable year.	Vinson, Cola Heirs	2017		W01 - \$75.00 W02 - \$75.00
Acct. #3851 Parcel #17A3851.20 Error in value on Boat motor, and value adjusted on boat.	Cotton, Ronald Keith	2017	1442	G01 - \$12.11
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.

Present: Ronald J. Gatling and John D. Horton Curtis A. Freeman, Sr., Johnnie R. Farmer, and William F. Mitchell, Jr.

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:

Department	Account Number	Account Description	Amount Increase	Amount Decrease

Revenues	100112 448500	Fund Balance Appropriated	\$ 22,000	
		(EDC Funds)		
	Total Changes in Revenue		\$ 22,000	\$ -

Net Change in Revenue	\$22,000
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Economic Development	104240 527000	USDA RBDG Matching Funds	\$ 22,000	
	Total Changes in Expenditures		\$ 22,000	\$ -

Net Change in Expenditures	\$22,000
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Explanation:

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

	Amendment #	6
	Approved:	
	Posted:	
Finance Director	Date	

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
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.

Notary Public

My Commission expires:

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

Attest: _____

Clerk of 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
ORGANIZATIONS
HERTFORD COUNTY, NC

VARIOUS NON-PROFIT

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

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)

Albemarle Regional Library

1.
- Large Wooden Desk (1)
2.
- Five-Drawer File Cabinet (2)
3.
- Four-Drawer File Cabinet (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

HERTFORD SOIL & WATER CONSERVATION DISTRICT

DISTRICT ANNUAL REPORT

Fiscal Year 2017

The past year has been a rewarding one for the Hertford Soil and Water Conservation District; one which produced many accomplishments.

Being a part of the Northeastern Coastal Plains of North Carolina, we are favored with many natural resources, all of which the District works diligently to preserve. The County is blessed with a wide variety of soil types and a diverse system of water bodies.

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OBJECTIVES

The objectives of the Hertford Soil & Water Conservation District has always been and continues to be the promotion of the very best use and management of our natural resources, in such a manner that it will ensure a high quality environment and rewarding economic opportunities for the citizens of Hertford County.

The Board of Supervisors is constantly aware that in order to achieve our objectives, it requires the cooperation of many agencies, groups and individuals within the surrounding communities.

SOILS & HISTORICAL AERIAL PHOTOS

Hertford County is comprised of a wide variety of soil types and an abundance of streams and rivers. The topography and weather conditions combined with specific crops such as tobacco, peanuts, and cotton make it especially important to plan and install suitable soil and water conservation systems to prevent excessive soil erosion and deterioration of the water quality in surrounding water bodies.

Housing and urban development interest does not always coincide with suitable soil conditions. Many soils have very severe limitations for urban development purposes, making proper technical advice from the field office staff extremely essential for quality soil and water stewardship.

Landowner reviews are another of the District's duties; these reviews are addressed as they are received. Such reviews include the investigation of soils, flood plains, drainage, prime farmland or wetlands, small watershed projects, and drainage districts.

Hertford County soil survey books are no longer available, but this information is now attainable on CD's distributed from the Winton USDA Service Center and via the internet at: <http://websoilsurvey.nrcs.usda.gov>


Historical aerial photos are frequently reviewed by State, Local and Federal agencies, consultants and the general public for changes in the landscape of our county.


DISTRICT ANNUAL REPORT

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EDUCATION-NATURAL RESOURCE FIELD DAY

The District conducted several informative programs for civic clubs and community and school groups in the area. Timely news articles were provided to the local paper to show projects completed and advertise available programs. The 27th Natural Resource Field Day for all 5th grade students in the county was held at the E. R. Evans Farm. The field day involved 274 students and teachers.





NC Forest Service

Jason Odom (left), Forest Ranger
Chuck Mudson (right), Equipment Operator

NC Cooperative Extension Service

Josh Holland (left), Extension Agent
Agriculture Field Crop
Anassou Banna (right), Small Farms Management

DISTRICT ANNUAL REPORT

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EDUCATION-POSTER CONTEST

The Hertford Soil & Water Conservation District sponsored their poster contest this past February. The theme for the contest was "Soil & Water... Yours For Life", and was offered to all 6th graders in Hertford County. The Hertford Soil & Water Conservation District Board of Supervisors supports education for all students in Hertford County to help them learn about natural resources and the need to protect them. The Board of Supervisors was pleased with the participation from the students and teachers of Ahoskie Elementary School, Riverview Elementary School, and Ridgcroft School. Certificates and small cash prizes were presented to each school for first, second, and third place.



Ahoskie Elementary School

Pictured Left to right:
1st. Place – Joseph Acosta
2nd. Place – Bricklyn Tripp
3rd. Place – Briana Smith
Joseph Acosta also placed second in the Area 5 judging.



Riverview Elementary School

Pictured Left to right:
1st. Place – Kelvonna Hicks
3rd. Place – Belinda Tores Ortiz
2nd. Place – Shanya Edwards



Ridgcroft School

Pictured Left to right:
2nd. Place – Clayton Spense
3rd. Place – Leah Woodard
1st. Place – Alyssa Liverman

DISTRICT ANNUAL REPORT

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CCAP

COMMUNITY CONSERVATION ASSISTANCE PROGRAM

The objective of CCAP is to reduce the delivery of residential, suburban, and urban non-point source pollution into the water courses of the state.

This year we had two applications: one well closure and one marsh sill. However, neither were funded in the new regional ranking format.

Last year we were able to complete a well closure, which prevents entry of contaminated surface water, animals, debris or other foreign substances from getting into the well. We hope to receive funding for additional projects in future years.

Well Closure





BEFORE

AFTER

SPECIAL PROJECTS

Ahoskie Food Pantry Community Garden

The Hertford Soil & Water Conservation District assisted Ahoskie Food Pantry in obtaining a grant from Duke Foundation to install a Community Garden on property owned by the Town of Ahoskie.

This garden has been installed and will be used to demonstrate plastic mulch micro irrigation with hands on involvement by volunteers.

This garden will be used to provide some vegetables to the Ahoskie Food Pantry. Lots of different crops were planted in the garden and over 4,000 pounds of food was harvested.



Raised beds with plastic mulch for squash plants



NORTH CAROLINA AGRICULTURAL COST SHARE

The District is fortunate enough to be included in the NC Agricultural Cost Share Program, including additional funds for having Nutrient Sensitive Waters. The Program allows the District to provide cost share assistance to 5 applicants on erosion control and water quality practices. Contracts were written for approximately \$39,245 to plan work on 1,217 acres. This work will be carried out over a 3 year period. Currently all of the allocated funds are obligated to individual farms where the BMP work is now completed or awaiting construction.

This chart shows the totals for each practice and the benefit of reduced soil and nutrient loss					
Practice	Amount	Dollars	Soil Loss Reduction	Nitrogen Reduction	Phosphorus Reduction
Cover Crop	187.5ac.	\$7,500		394 lbs.	10 lbs.
Precision Nutrient Management	1000 ac.	\$15,000			
Sod Based Rotation	30 ac.	\$5,250	90 tons /yr	161 lbs.	2 lbs.
Rock Lined Outlet	1	\$3,951	55.3 tons /yr		
Grassed Waterway	1.6 ac.	\$4,440	11 tons /yr	10 lbs.	9 lbs.
Grade Stabilization Structure	1	\$3,104			
TOTALS		\$39,245	156.3 tons	565 lbs.	21 lbs.



Cover Crop



Rock Line Outlet

AGRICULTURAL WATER RESOURCES ASSISTANCE PROGRAM

The Agricultural Water Resources Assistance Program (AgWRAP) was authorized through Session Law 2011-145. The program will be administered by the NC Soil and Water Conservation Commission through local soil and water conservation districts.

The purposes of the program are to:

- Identify opportunities to increase water use efficiency, availability and storage
- Implement best management practices (BMPs) to conserve and protect water resources
- Increase water use efficiency
- Increase water storage and availability for agricultural purposes

In Hertford County, we had 1 applicant apply for work through the 2017 AgWRAP Program. These funds will help repair spillway damage caused by Hurricane Matthew in the Fall of 2016

AgWRAP - Pond Repair



Before Hurricane Matthew



After the Hurricane

FEDERAL CONSERVATION PROGRAMS

13 New Applications For:

Nutrient Management on Cropland
Pre-Commercial Timber Thinning
Woodland Invasive Species Control
Forest Site Preparation
Herbicide Application for Mid-Story Woodland Competition
Tree Planting
Herbicide Applications for Tree Seedling Release
Prescribed Burning on Timber Stands
Tree Thinning for Wildlife Habitat
Cover Crops on Agricultural Fields
Writing Forest Management Plans
Woodland Soil Quality Management
Firebreaks

5 Environmental Quality Incentives Program (EQIP) Contracts For:

Practice	Amount	Financial Obligation
Pre-Commercial Timber Thinning	42 ac.	\$9,050.00
Tree Planting	3 ac.	\$621.00
Herbicide Applications for Tree Seedling Release	30 ac.	\$1,756.00
Herbicide Application for Mid-Story Woodland Competition	33 ac.	\$4,304.00
Tree Thinning for Wildlife Habitat	33 ac.	\$7,693.00
Firebreaks	4,110 ft.	\$1,398.00
Prescribed Burning on Timber Stands	33 ac.	\$1,322.00
Nutrient Management on Cropland	721.9 ac.	\$11,818.00
Forest Management Plans	1 no.	\$2,783.00
TOTAL:		\$40,745.00

WATERSHEDS

Ahoskie Creek & Horse & Flat Swamp

The District has continued to support the Watershed Commissioners of Ahoskie Creek & Horse Swamp Flat Swamp.

Maintenance on these projects is ongoing annually. Clean outs, annual mowing, beaver management, culvert replacement, and easement agreements are carried out each year.

The general public needs to understand the importance of the watershed projects and what would happen to many areas if they were not maintained or were abandoned.



FEDERAL CONSERVATION PROGRAMS

2 Conservation Stewardship Program (CSP) Contracts For:

Land Use	Amount	Financial Obligation
Cropland	770.3 ac.	\$69,102.00
Forest Land	300.5 ac	\$77,377.00
TOTAL:		\$146,479.00



Variable Rate Nutrient Management on Cropland



Prescribed Burning



Hardwood Release Spraying on Pines



Pre-Commercial Timber Thinning

STATISTICS

Education / Walk-ins

Number

Natural Resource Field Day (5th grade students)	274
Poster Contest (6th grade students)	136
Calls, Walk-in Customers	804

TOTAL 1,214

Programs

Number

Dollar Amount

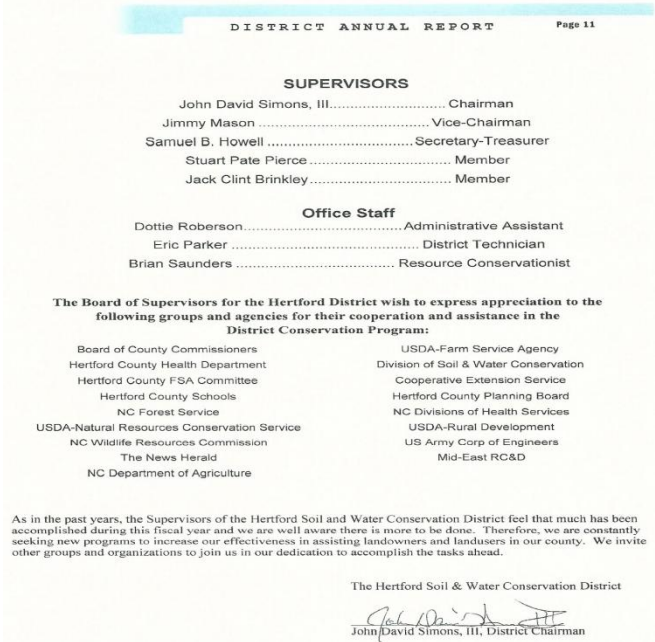
Community Conservation Assistance Program	2 applications	\$0
AgWRAP	1	\$7,500
NC Agricultural Cost Share Program (NCACSP)	5	\$39,245
Federal Funds / EQIP	16	\$187,224

TOTAL \$233,969

This year the Hertford Soil & Water Conservation District has assisted 1,214 citizens in Hertford County through education and technician assistance.

We have also provided \$233,969 in financial assistance to land owners and land users within the county. These funds help stimulate our local economy throughout the year.

All education, technical assistance, and financial assistance helps protect and preserve our natural resources for us and future generations.



NEW COUNTY EMPLOYEES

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

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

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:

REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Revenues	100112 448500	Fund Balance Appropriated	\$ 142,061	
	Total Changes in Revenue		\$ 142,061	\$ -

Net Change in Revenue	\$142,061
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Public Schools	108050 528004	Community College Capital Outlay	\$ 142,061	
	Total Changes in Expenditures		\$ 142,061	\$ -

Net Change in Expenditures	\$142,061
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Explanation:

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

Finance Director

Date

Amendment #

Approved:

Posted:

7

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 10 am & 1 pm 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

**Minutes
Regular Meeting
Hertford County Board of Commissioners
Multi-Purpose Room – Judicial Center
Tuesday, September 18, 2017
7:00 P.M.**

Present: Ronald J. Gatling and John D. Horton Curtis A. Freeman, Sr., and William F. Mitchell, Jr.

Absent: Johnnie R. Farmer

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 Rev. James Shearn of Jordan Grove Baptist Church in Winton, NC, provided the invocation.

CONSENT AGENDA

3. Tax Releases for Month Ending August 31, 2017 Resubmitted

On a motion by Com. Freeman and a second by Com. Mitchell, the Board voted unanimously to approve the Consent Agenda.

RELEASES FOR MONTH ENDING

August 31, 2017

RESUBMISSION

		LEVY	VALUE	TAX
BILL#	NAME	YEAR	RELEASED	RELEASED
AHOSKIE TOWNSHIP				
Acct. #10098 Parcel #17A5993-51-9217 The Homestead exclusion was applied, however when ownership status changed, the account number changed as well. The system didn't apply the exclusion to the new account number which the taxpayer is still qualified for.	Lassiter, Carrington W.	2017	29,511	G01 - \$247.89 C01 - \$239.03
MURFREESBORO TOWNSHIP				
WINTON TOWNSHIP				
Acct. #22637	Pate, Kenneth H. & Elizabeth H.	2017	101,015	G01 - \$848.52

Parcel #17A5985564573				
Error in transferring of property by Land Records, which caused the OAE to drop off. Taxpayers are still quailed for the OAE, which caused the release in value.				
MANEY'S NECK TOWNSHIP				
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. Taxpayer is still qualified for the exclusion; therefore a release in value occurred after bills were sent out.	Beale, Beatrice	2017	41,749	G01 - \$350.69
ST. JOHN TOWNSHIP				
HARRELLSVILLE TOWNSHIP				
MANEYS NECK TOWNSHIP				

TOTAL VALUE APPROVED THIS REPORT (2017 LEVY)	<u>\$172,275.00</u>
TOTAL TAX RELEASED THIS REPORT (2017 LEVY)	<u>\$ 1,686.13</u>
TOTAL VALUE APPROVED THIS REPORT (PRIOR LEVY)	<u>\$ 0.00</u>
TOTAL TAX RELEASED THIS REPORT (PRIOR LEVY)	<u>\$ 0.00</u>
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE SITE 2017)	<u>\$ 0.00</u>
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATON 2017)	<u>\$ 0.00</u>
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE SITE 2016)	<u>\$ 0.00</u>
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2016)	<u>\$ 0.00</u>
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE SITE 2015)	<u>\$ 0.00</u>
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2015)	<u>\$ 0.00</u>
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE SITE 2014)	<u>\$ 0.00</u>
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2014)	<u>\$ 0.00</u>
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE SITE 2013)	<u>\$ 0.00</u>
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2013)	<u>\$ 0.00</u>
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE SITE 2012)	<u>\$ 0.00</u>
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2012)	<u>\$ 0.00</u>
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE SITE 2011)	<u>\$ 0.00</u>
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2011)	<u>\$ 0.00</u>
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE SITE 2010)	<u>\$ 0.00</u>
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2010)	<u>\$ 0.00</u>
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE SITE 2009)	<u>\$ 0.00</u>
TOTAL TAX RELEASED THIS REPORT (WO2 LANDFILL OPERATION 2009)	<u>\$ 0.00</u>
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCEL SITE 2008)	<u>\$ 0.00</u>
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2008)	<u>\$ 0.00</u>

Respectfully submitted, Sheena R. Suggs, Tax Collector

ARCHITECT INFORMATION FOR THE NEW AHOSKIE ELEMENTARY SCHOOL

Dr. William T. Wright, Hertford County Public Schools Superintendent, addressed the Board of Commissioners on the process leading up to the recommendation of an Architect for the New Ahoskie Elementary School.

Mr. Andre’ Lassiter, Vice Chairman discussed the fact that there were 6 finalist interviewed before choosing SFL+A Architect Firm.

Mr. Thomas Hughes, Principal Architect for SFL+A discussed his experience as a builder has been designing educational facilities for 30 years.

The Commissioners had the following questions:

- The price of the entire project
- The site location and what grades would be going into the school
- Capacity of students
- ADM – going up or down
- Would there be an auditorium vs. gymnasium
- What does the acronym SFL+A stand for

Lastly, the County Manager asked of the School system moving forward to provide more information and presentations and to include the population in our way of thinking and to let us know what we are able to put on the ground; to think about funding, LGC application, etc.

HERTFORD COUNTY BOARD STIPENDS

Mr. Johnny Sessoms of the Elections Board and Deborah Morrison of the DSS Board presented request for approval of meeting stipend schedules that were above the statutory minimums. They indicated these amounts had been reflected in their budgets.

The County Manager stressed that the Board of Commissioners must act on the stipend increases and develops consistency that is right for all Boards. The Commissioners agreed that they must have a work session and review other stipend schedules to assure that things are being done appropriately.

Having heard this decision, Deborah Morrison of the DSS Board was happy to hear that the Board would table this and make a decision that is good for everyone. She stressed that DSS was dedicated to their work ethics.

BOARD APPOINTMENTS

On a motion by Com. Freeman and a second by Com. Mitchell, the Board voted unanimously to appoint Stephen Lassiter of Cofield to the Parks & Recreation Advisory Commission for a three year term to expire on 6/30/2020.

RESOLUTION REQUESTING CLEARING AND SNAGGING OF CREEKS AND WATERWAYS

On a motion by Com. Freeman and a second by Com. Mitchell, the Board voted unanimously to approve the Resolution of Clearing and Snagging Creeks and Waterways in Hertford County.

**RESOLUTION REQUESTING
CLEARING AND SNAGGING OF CREEKS AND WATERWAYS**

WHEREAS, Hertford County contains the Chowan River, which is 50 miles long and the North Carolina portion of the basin is composed of two major drainages; Chowan River and Meherrin River. Major tributaries to the Chowan River include the Potecasi Creek, Wiccacon River, Bennetts Creek, Indian Creek and Rockyhock Creek.

WHEREAS, these waterways collect and carry storm water from all areas and properties within Hertford County and other upstream areas to the rivers and streams as part of a normal drainage cycle: and

WHEREAS, Hertford County is subject to seasonally heavy rainstorms as well as catastrophic and destructive events like hurricanes and tropical storms that push downed trees,

vegetation and other storm debris into the streams and ditches, collecting in masses at certain points and obstructing the natural free flow of water; and

WHEREAS, the activities of beavers and other wildlife contribute to unpredictable dams resulting in ponding and flooding of large areas; and

WHEREAS, the lack of post-storm clearing and maintenance of these obstructions increases localized flooding and damages to residential and commercial properties because water cannot flow freely through the obstructed channels; and

WHEREAS, this critical situation has extreme financial implications on individual homeowners’ peace of mind and personal safety, on small businesses in terms of property values and lost business revenue from forced closures; increase costs to local and state governments for flooded roadways and other infrastructure as well as rescue operations;

NOW, THEREFORE, BE IT RESOLVED that the Hertford County Board of Commissioners hereby requests that the State of North Carolina and the appropriate federal agencies collaborate to develop and fund immediate efforts to implement clearing and snagging of major streams in areas affected by Hurricane Matthew, and to provide for programs to continue those maintenance efforts following future declared disaster events that involve generalized flooding in Hertford County and other North Carolina counties.

This ____ day of _____ 2017.

HERTFORD COUNTY BOARD OF COMMISSIONERS

BY: _____
Ronald J. Gatling, Chairman

ATTEST:

Clerk to the Board

PUBLIC COMMENT PERIOD
There was no public comment

BUDGET AMENDMENTS
On a motion by Com. Mitchell and a second by Com. Freeman, the Board voted unanimously to approve Budget Amendment #13 (Replacement of the Detention Center Generator).

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:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Revenues	100112 448500	Fund Balance Appropriated	\$ 65,000	

	Total Changes in Revenue		\$ 65,000	\$ -

Net Change in Revenue	\$65,000
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Public Buildings	104260 551002	Capital Outlay - Equipment	\$ 65,000	
	Total Changes in Expenditures		\$ 65,000	\$ -

Net Change in Expenditures	\$65,000
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Explanation:

To budget for emergency replacement of Detention Center generator.

	Amendment #	13
	Approved:	
	Posted:	
_____ Finance Director	Date	

COUNTY MANAGERS COMMENTS

The County Manager advised the Commissioners that the Scott Edwards’ Building Renovation Project has been put out for bid. Pre-bid conference is scheduled for Oct. 4, 2017 with official bid opening scheduled for Oct. 17, 2017 at 3:00 pm.

COMMISSIONER’S COMMENTS

Chairman Gatling reminded everyone of the Fall Festival (Halloween) being held on Oct 28, 2017. More information is forthcoming.

Com. Horton wanted the School Board and staff to know that he was really excited about the project to build a new school

Com Freeman wants everyone to be mindful about the hurricanes that may be coming our way and to give prayers to the residents of Houston and Florida.

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

Minutes
Regular Meeting
Hertford County Board of Commissioners
Multi-Purpose Room – Judicial Center
Tuesday, October 2, 2017
9:00 A.M.

Present: Ronald J. Gatling and John D. Horton Curtis A. Freeman, Sr., and William F. Mitchell, Jr. and Johnnie R. Farmer

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 Com. Farmer provided the invocation. He also asked that we take a moment of silence for the residents of the Las Vegas shootings.

CONSENT AGENDA

On a motion by Com. Freeman and a second by Com. Mitchell, the Board voted unanimously to approve the Consent Agenda.

1. Tax Refunds

a. Affiliated Mortgage sent a check to pay Ernest J. Perry (\$1100.80) and Gary Vane White’s (\$1124.73) tax bills. Both taxpayers had already submitted their payments; therefore the refund should go back to the Mortgage Company.
2. Vehicle Tax Refunds

a. Johnnie Byrum	Overpayment	\$185.75
b. Home Life Care Inc.	Vehicle Sold	\$12.99
c. Home Life Care Inc.	Vehicle Sold	\$97.55
d. Clayton L. James	Vehicle Sold	\$109.85
e. Earl Martin Jr.	Vehicle Totaled	\$200.69

PERSONNEL

Leah Craddock of Human Resources introduced Krystal Matthews, a full time employee of the Department of Social Services to the Commissioners and our County Manager. Everyone welcomed her to the County.

BUDGET AMENDMENTS

On a motion by Com. Mitchell and a second by Com. Freeman, the Board voted unanimously to approve the following Hertford County Budget Ordinance Amendment #8 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:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Proceeds from debt	100105 000000	Proceeds from debt	\$ 235,549	
Total Changes in Revenue			\$ 235,549	\$ -

Net Change in Revenue	\$235,549
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Sheriff	104180 551003	Capital Outlay - Vehicles	\$ 235,549	
Total Changes in Expenditures			\$ 235,549	\$ -

Net Change in Expenditures	\$235,549
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Explanation:

Budget for loan proceeds for vehicle purchases as approved by the Board on August 7, 2017.

	Amendment #	8
	Approved:	
	Posted:	
Finance Director	Date	

On a motion by Com. Freeman and a second by Com. Mitchell, the Board voted unanimously to approve the following Hertford County Budget Ordinance Amendment #9 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:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Restricted Intergovernmental - Aging	100061 417602	SHIIP Grant		\$ 853
Total Changes in Revenue			\$ -	\$ 853

Net Change in Revenue	(\$853)
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Aging - Public Assistance	104390 569028	Contract Service - SHIIP		\$ 853
Total Changes in Expenditures			\$ -	\$ 853

Net Change in Expenditures	(\$853)
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Explanation:

To reduce budget based on final grant figures.

Amendment #	9
Approved:	
Posted:	

Finance Director	Date
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On a motion by Com. Mitchell and a second by Com. Horton, the Board voted unanimously to approve the following Hertford County Budget Ordinance Amendment #10 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:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Restricted Intergovernmental - DSS	100063 418900	Day Care		\$ 91,670
Restricted Intergovernmental - DSS	100063 418300	Smart Start	\$ 75,430	
Restricted Intergovernmental - DSS	100063 419101	Crisis Intervention Program	\$ 58,832	
	Total Changes in Revenue		\$ 134,262	\$ 91,670

Net Change in Revenue	\$42,592
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
DSS Public Assistance	104440 569101	Day Care		\$ 91,670
DSS Public Assistance	104440 569104	Smart Start	\$ 75,430	
DSS Public Assistance	104440 569009	Crisis Intervention Program	\$ 58,832	
	Total Changes in Expenditures		\$ 134,262	\$ 91,670

Net Change in Expenditures	\$42,592
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Explanation:

To adjust budget based on revised figures from state.

Amendment
#10
Approved:
Posted:

Finance DirectorDate

On a motion by Com. Freeman and a second by Com. Mitchell, the Board voted unanimously to approve the following Hertford County Budget Ordinance Amendment #11 and #12 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:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Transfers from other funds	100102 415903	Transfer from School Reserve Fund	\$ 199,617	
Total Changes in Revenue			\$ 199,617	\$ -

Net Change in Revenue	\$199,617
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Public Schools	108050 528000	Prior Year Capital Outlay	\$ 199,617	
Total Changes in Expenditures			\$ 199,617	\$ -

Net Change in Expenditures	\$199,617
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Explanation:

To budget School Reserve Fund transfer to carry forward HCPS capital outlay funding for projects not completed by June 30 (HVAC HCHS main building, HCHS football stadium paving).

Amendment
#11
Approved:
Posted:

Finance DirectorDate

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:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
School Reserve Fund	210128 448500	Fund Balance Appropriated	\$	

			199,617	
	Total Changes in Revenue		\$ 199,617	\$ -

Net Change in Revenue	\$199,617
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
School Reserve Fund	214590 591000	Transfer to General Fund	\$ 199,617	
	Total Changes in Expenditures		\$ 199,617	\$ -

Net Change in Expenditures	\$199,617
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Explanation:

To budget School Reserve Fund transfer to carry forward HCPS capital outlay funding for projects not completed by June 30 (HVAC HCHS main building, HCHS football stadium paving).

	Amendment #	12
	Approved:	
	Posted:	
Finance Director	Date	

On a motion by Com. Freeman and a second by Com. Mitchell, the Board voted unanimously to approve the following Hertford County Budget Ordinance Amendment #14 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:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Revenues	100112 448500	Fund Balance Appropriated	\$ 6,500	
	Total Changes in Revenue		\$ 6,500	\$ -

Net Change in Revenue	\$6,500
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Tax Collections	104145 569000	Contracted Services	\$ 6,500	
	Total Changes in Expenditures		\$ 6,500	\$ -

Net Change in Expenditures	\$6,500
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Explanation:

To carry forward funds budgeted for motor vehicle bills programming project started in FY17 but not finished until FY18.

Amendment
#14
Approved:
Posted:

Finance DirectorDate

On a motion by Com. Freeman and a second by Com. Mitchell, the Board voted unanimously to approve the following Hertford County Budget Ordinance Amendment #15 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:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Restricted Intergovernmental - DSS	100063 419200	HCCBG	\$ 700	
Restricted Intergovernmental - Aging	100061 416901	HCCBG	\$ 4,209	
Restricted Intergovernmental - Aging	100061 417101	USDA Contributions	\$ 19,285	
	Total Changes in Revenue		\$ 24,194	\$ -

Net Change in Revenue	\$24,194
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
DSS Grants	104480 512701	HCCBG	\$ 779	
Aging - Public Assistance	104390 569005	CI Contracted Services	\$ 12,792	
Aging - Public Assistance	104390 569006	CII Contracted Services	\$ 5,954	
Aging - Public Assistance	104390 569029	In Home Aid	\$ 4,669	
	Total Changes in Expenditures		\$ 24,194	\$ -

Net Change in Expenditures	\$24,194
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Explanation:

To revise budget based on final grant figures.

Amendment
#15
Approved:
Posted:

RESOLUTION APPOINTING REVIEW OFFICER

On a motion by Com. Mitchell and a second by Com. Freeman, the Board voted unanimously to approve the following Resolution Appointing a Review Officer for the Land Records Department.

RESOLUTION APPOINTING REVIEW OFFICER

WHEREAS, S.L. 1997-309 (§875) makes a number of significant changes in the procedures for recording maps and plats; and

WHEREAS, the main purpose of the law is to transfer the responsibility for reviewing plats and maps to determine whether they meet recording requirements from the Register of Deeds to a Review Officer; and

WHEREAS, G.S. 47-30.2 requires the Board of County Commissioners in each County, by resolution, to appoint a person to serve as Review Officer to review each plat and map before it is recorded and certify that it meets the statutory requirements for recording; and

WHEREAS, it is the desire of the Hertford County Board of Commissioners to ensure an expeditious review of all maps and plats as required by G.S. 47-30.2 before they are presented to the Register of Deeds for recording.

NOW, THEREFORE, BE IT RESOLVED, effective October 2nd, 2017, that Sara P. Turner and Aislinn Branch in the Hertford County Land Records/GIS Department and Josephine Green in the Hertford County Planning and Zoning Department are hereby appointed to perform all responsibilities as required for Review Officer under the appropriate North Carolina General Statutes.

BE IT FURTHER RESOLVED that a copy of this Resolution designating the Review Officers be recorded in the Hertford County Register of Deeds Office and indexed in the name of the Review Officers.

This the 2nd day of October 2017.

Ronald J. Gatling, Chairman
Hertford County Board of Commissioners

BOARD APPOINTMENTS

On a motion by Com. Mitchell and a second by Com. Freeman, the Board voted unanimously to appoint Blake Blythe of Winton to the Parks & Recreation Advisory Commission for a three year term to expire on 6/30/2020.

HERTFORD COUNTY SCHOOLS

On a motion by Com. Freeman and a second by Com. Mitchell, the Board voted unanimously to approve the request for the Bearfield Primary School project utilizing

current appropriated School Capital Outlay Reserves via local option sales tax instead of Lottery Funds to replace and existing boiler and chiller at \$272,000.

HERTFORD COUNTY COURTHOUSE HANGING OF PORTRAIT

On a motion by Com. Freeman and a second by Com. Mitchell, the Board voted unanimously to approve the request to hang a portrait of Justice James William Copeland in the Hertford County Courthouse.

BOARD MEMBER COMPENSATION/STIPEND

Per the discussion of Board Member compensation/stipend, Com. Horton assumed that we had tabled this request and would discuss at a later date. The County Manager was under the impression that we place it back on the agenda this week to act upon. Our Attorney explained that since it was placed on the agenda, another motion had to be made to table it once again. Com Horton made the motion but it died due to lack of a second motion.

On a motion by Com. Farmer and a second by Com. Freeman, the Board voted unanimously to approve the following Board Compensation/Stipends for meetings attended by the Board of Elections.

Regular Meeting	\$50.00	Per Monthly Meeting
Absentee Meeting	\$50.00	Per Absentee Meeting
Election Day Meeting***	\$100.00	Per Election
Canvass	\$50.00	Per Election
Recount	\$50.00	Per Recount
Protest (if needed)	\$50.00	Per Meeting
Challenges (if needed)	\$50.00	Per Meeting

*** Mileage for Election Day travel Reimbursed per mile at rate set by County Policy.

On a motion by Com. Freeman and a second by Com. Horton, the Board voted unanimously to approve the Board Compensation/Stipends of \$50.00 for meetings attended per month and annual retreats for the Department of Social Services.

COUNTY MANAGERS COMMENTS

None

COMMISSIONER’S COMMENTS

- Com. Freeman stated that the Infrastructure Study meeting went well.
Chairman Gatling reminded everyone of the following dates:
- Oct. 26, 2017 – Parks and Rec Advisory Commission at 6:30pm in the Government Center Conference Room
 - Oct. 28, 2017 – Halloween Fall Festival at Riverview Elementary School from 6:00-9:00 pm
 - Nov. 6, 2017 – Work Session to discuss how to nail down Hertford County Projects mentioned at a Planning Session earlier this year.

CLOSED SESSION

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

ADJOURNMENT OF OCT 2, 2017 MEETING

PERSONNEL JOB CLASSIFICATION AND SALARY SCHEDULE

On a motion by Com. Freeman and a second by Com. Farmer, the Board voted unanimously to approve the Hertford County Job Classification and Salary Schedule as shown below:

Ms. Craddock outlined the changes:

2017- 2018 Hertford County Job Classification and Salary Schedule				
Grade	Minimum	Mid-Point	Maximum	Job Title
1	17,653	22,508	27,363	Assistant (Poll Worker)
2	18,536	23,633	28,731	Recycling Attendant Judge (Poll Worker)
3	19,463	24,815	30,168	*Community Social Service Assistant Home Delivered Meals Coordinator *Processing Assistant III Receptionist Chief Judge (Poll Worker)
4	20,436	25,525	30,615	Housekeeper Nutrition Site Supervisor
5	21,458	27,359	33,260	Processing Assistant IV* Program Assistant Public Information Assistant IV*
6	22,530	28,727	34,923	Animal Control Officer I Equipment Operator Housekeeping Coordinator
7	23,657	30,163	36,669	Accounting Technician II* Administrative Assistant Building and Grounds Maintenance Worker Income Maintenance Caseworker I* Processing Assistant V* Respite Outreach Coordinator
8	24,839	31,671	38,502	Animal Control Officer II Deputy Register of Deeds Tax Clerk-Assessor Tax Collections Clerk Water Clerk Water Maintenance Worker
9	26,083	33,255	40,428	Accounting Technician III* Detention Officer Dispatcher Emergency Medical Technical -B GIS Technician Income Maintenance Caseworker II* Income Maintenance Investigator I* Office/Site Manager Permit Technician

2017- 2018
Hertford County Job Classification and Salary Schedule

Grade	Minimum	Mid-Point	Maximum	Job Title
				Security Officer
				Senior Administrative Assistant
				Social Worker I*
				Bailiff (Non-sworn Officer)
10	27,386	34,917	42,448	Veterans Service Officer
11	28,756	36,663	44,570	Assistant Register of Deeds
				Detention Sergeant
				Income Maintenance Caseworker III*
12	30,193	38,496	46,799	Buildings, Grounds Maintenance Supervisor
				Detention Lieutenant
				Emergency Medical Technician-I
				Housekeeping Supervisor
				Scalehouse Operator
				Water Supervisor
13	31,702	40,421	49,140	Administrative Officer I*
				Administrative Secretary III*
				Code Enforcement Officer
				Daycare Services Coordinator*
				Income Maintenance Supervisor II*
				Senior Administrative Assistant II
				Social Worker II*
				Bailiff (Sworn Officer)
14	33,288	42,442	51,597	Assistant Tax Assessor
				Chief Jailer
				Clerk to the Board
				Deputy Tax Collector
				Director of Aging
				Director of Elections
				Human Resources Specialist
				Payroll Specialist
				Soil Conservation Technician
15	34,952	44,564	54,176	Accounts Payable Receivable Specialist
				Deputy Sheriff
				Social Worker III*
16	36,700	46,793	56,886	Deputy Director - Emergency Mgmt./Fire Marshal
				EMS Coordinator
				Social Work Supervisor II*
				Social Worker IAT*

2017- 2018
Hertford County Job Classification and Salary Schedule

Grade	Minimum	Mid-Point	Maximum	Job Title
17	38,535	49,137	59,730	Deputy Sheriff-Sergeant
				Deputy Sheriff-Sergeant Investigator
18	40,461	51,589	62,716	Chief Code Enforcement Officer
				Emergency Medical Services Director
				GIS/Land Records Director/Webmaster
19	42,484	54,168	65,852	Central Communications Director
				Deputy Sheriff-Lieutenant
				Emergency Management Director
				Social Work Supervisor III*
				Tax Collector
20	44,608	56,876	69,144	Deputy Sheriff-Captain
				Register of Deeds
				Staff Accountant
				Tax Assessor
21	46,840	59,721	72,602	Detention Administrator
				Facilities Manager
				Public Works Manager
22	49,181	62,707	76,232	Chief Deputy
23	51,640	65,841	80,042	
24	54,222	69,134	84,046	
25	56,934	72,590	88,247	Director of Human Resources and Risk Management
26	59,780	76,220	92,660	Director of Information Technology
27	62,769	80,031	97,293	Director of Finance
				Director of Planning and Economic Development
				Director of Public Works and Facilities
28	65,909	84,033	102,157	Assistant County Manager
				*Director of Social Services
29	69,204	88,234	107,265	

2017- 2018
Hertford County Job Classification and Salary Schedule

Grade	Minimum	Mid-Point	Maximum	Job Title
30	72,663	92,646	112,628	Sheriff
31	76,297	97,278	118,260	
32	80,111	102,142	124,173	
33	84,118	107,250	130,382	County Manager
34	88,324	112,865	136,900	
35	92,739	118,242	143,746	
* Denotes SPA				

DEPARTMENT OF SOCIAL SERVICES JOB DESCRIPTIONS

Ms. Williams, the County Manager explained that the DSS Job Descriptions had been approved by their Board and our County Attorney.

On a motion by Com. Farmer and a second by Com. Freeman, the Board voted unanimously to approve the Department of Social Services Job Descriptions.

HERTFORD COUNTY FUEL CARD USAGE POLICY

On a motion by Com. Freeman and a second by Com. Mitchell, the Board voted unanimously to approve the Hertford County Fuel Card Usage Policy as follows.

**Hertford County
FuelCardUsagePolicy**

Purpose

This policy establishes the internal controls for managing and using fuel cards issued by the County for County vehicles as authorized by the Local Government Budget and Fiscal Control Act.

Requirements

Employees authorized to use County-issued fuel cards shall comply with the internal controls as stated below:

- Fuel cards shall be used for fuel purchases or emergency roadside services only.
- Employees shall comply with all County internal control procedures as outlined in this policy.
- Fuel card PIN's shall not be shared with any other person.
- The Finance Office shall be notified immediately if a card is lost or stolen.
- The use of premium grade fuel is prohibited unless there are no other fuel options and unless specified for the operability of a vehicle or equipment.
- Fuel cards are assigned to vehicles and are to remain in the vehicles at all times.
- Fuel cards shall only be used to purchase fuel for the authorized vehicle to which the card is assigned.
- If a vehicle becomes inoperable, the fuel card shall be suspended or terminated immediately.
- An accurate odometer reading shall be entered during each fuel purchase.
- If a fuel card is used for personal or other unauthorized purchases, the County may deduct from an employee's salary or other monies owed to the employee an amount equal to the total of the personal purchases even if the employee is no longer employed by the County.
- Improper use of this card may result in disciplinary action, including but not limited to termination of employment and criminal action.

- The County may terminate or suspend an employee’s fuel card use privileges at any time for any reason the County deems appropriate.
- Any deviation from this policy shall be reported to the Finance Office immediately.

I, _____, have read and agree to comply with the Hertford County Fuel Card Usage Policy.

Employee Signature

Date

REFUND ON PROPERTY TAX

On a motion by Com. Freeman and a second by Com. Horton, the Board voted to reimburse Mr. Alexander Moore his property tax in the amount of \$141.92 for an error made by transposing his tag number in the system.

BOARD MEMBER COMPENSATION/STIPEND

From the minutes approved on October 2, 2017, the Board clarified that the \$50 paid for meetings attended were **per meeting** and that mileage would be reimbursed per mile at the rate set by the County.

Regular Meeting	\$50.00	Per Monthly Meeting
Absentee Meeting	\$50.00	Per Absentee Meeting
Election Day Meeting***	\$100.00	Per Election
Canvass	\$50.00	Per Election
Recount	\$50.00	Per Recount
Protest (if needed)	\$50.00	Per Meeting
Challenges (if needed)	\$50.00	Per Meeting

*** Mileage for Election Day travel Reimbursed per mile at rate set by County Policy.

PUBLIC COMMENTS

Ms. Paula Jones requested that a Portrait of her father –in-law, Attorney C. W. Jones, be given to her or placed in the New Courthouse for viewing.

Com. Freeman stated that they would discuss the request, get the proposed policy and recommendation from our County Attorney and get back to her.

Mr. Andre’ Lassiter of the RCCC Board introduced the new President of the Roanoke Chowan Community College, Dr. Stanley Elliott.

After the Commissioners welcomed Mr. Elliott to Hertford County he told them he looked forward to working with them.

COUNTY MANAGERS COMMENTS

Loria Williams stated to the Commissioners that American Builders signed the agreement pertaining to Administration Building No. 1. Now she states that she will finalize the project and close it out.

She also mentioned that the Bid opening for the Scott Edwards Building will be Tuesday, October 17, 2017, at 3:00 pm, in the Government Center Conference Room.

COMMISSIONER'S COMMENTS

Comm. Freeman recognized Mr. Jessie Dickens, a retired Hertford County Educator and Retired from the Military. Mr. Dickens was accompanied by two young men who were interested in Hertford County Government (D. Taft and E. Stevenson).

Mr. Dickens states that he is interested in Voter Education and issues that are beneficial to the system at large.

Chairman Gatling reminded everyone of the following dates:

- Oct. 27, 2017 – Halloween Festival Set up
- Oct. 28, 2017 – Halloween Fall Festival at Riverview Elementary School from 6:00-9:00 pm
- Nov. 6, 2017 – Work Session to discuss Hertford County Projects

CLOSED SESSION

No closed session.

On a motion by Com. Freeman and a second by Com Mitchell the Board voted to adjourn the meeting.

ADJOURN MEETING