

**MINUTES  
REGULAR MEETING  
HERTFORD COUNTY BOARD OF COMMISSIONERS  
MULTI-PURPOSE ROOM – JUDICIAL CENTER  
MONDAY, APRIL 1, 2019  
9:00 A.M.**

**PRESENT:**

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

**ALSO PRESENT WITH THE BOARD:**

Ms. Loria Williams, County Manager  
Mr. Juan Vaughan, Asst. County Manager  
Dr. Renee Fleetwood, Clerk to the Board  
Mr. Charles L. Revelle, III, County Attorney  
Ms. Maria R. Jones, Asst. County Attorney

Chairman, Ronald J. Gatling called the Meeting to order and Pastor Jerry Hardy of Carpenter's Shop in Ahoskie provided the Invocation.

**CONSENT AGENDA**

On a motion by Com. Mitchell and a second by Vice-Chair Horton, the Board voted unanimously to approve the following Consent Agenda:

1. Approval of February 18, 2019 Regular Meeting Minutes
2. Approval of March 18, 2019 Regular Meeting Minutes
3. Approval of Refund for Dawn Vinson
4. Approval of Refund Devona R. Hunter
5. Approval of Refund Thomas S. Buck, Sr.

## **INTRODUCTION OF NEW HERTFORD COUNTY EMPLOYEES**

Human Resource Risk Management Director, Mrs. Keri Askew, presented the following new employees:

<b><u>Employees Hired</u></b>	<b><u>PT/FT</u></b>	<b><u>Department</u></b>	<b><u>Type</u></b>
Renee Fleetwood	FT	Administration	Clerk to the Board
Vera Hall-Reid	FT	Detention Center	Detention Officer
Darius Williams	FT	Detention Center	Detention Officer
Carol Ward	FT	Detention Center	Jail Administrator
Maryam Brown	FT	DSS	IMC I/Family and Children Medicaid
Robin Baker	FT	E911	Dispatcher
Hope Woodhouse	PT	Detention Center	Detention Officer
Megan Hunnicutt	PT	EMS	EMT-Basic
Glen Martin	PT	EMS	EMT-Basic
Kevin Hayes	PT	EMS	EMT-Basic
Ryan Elliott	PT	EMS	EMT-Advanced
Ulysses Jenkins	PT	Solid Waste	Site Attendant
Phyllis Parker	PT	Veteran Services	Receptionist
Ashlyn White	PT	EMS	EMT - Basic
Patrice Lassiter	PT	Public Buildings	Housekeeper
Kenneth Wiggins	PT	Public Buildings	Housekeeper

Commissioners welcomed the new employees to County Government service.

## **REQUEST FOR APPOINTMENT AND OATH OF OFFICE FOR TAX COLLECTOR**

Chairman Gatling called for the Appointment and Oath of Office for the Tax Collector. On a motion by Com. Lassiter and a second by Com. Mitchell, the Board voted unanimously to approve the appointment of Mrs. Tammy Eason as Tax Collector.

On a motion by Com. Lassiter and Second by Com. Mitchell, the Board voted unanimously for Mrs. Eason's appointment will fill an unexpired term ending June 30, 2020.

Clerk Fleetwood administered the Oath of Office to Mrs. Tammy Eason as Tax Collector.

## **APPROVAL OF HERTFORD COUNTY BUDGET AMENDMENTS**

Mrs. Sandy Pittman, Finance Director, presented the Amendment to Hertford County Budget Ordinance Fiscal Year 2018-2019 Amendments # 24 – 25.

On a motion by Com. Mitchell and second by Com. Lassiter, the Board voted unanimously to approve the Amendment to Hertford County Budget Ordinance Fiscal Year 2018-2019 Amendment #24 JCPC Grant.

**AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2018-2019**

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, 2019:

**REVENUE:**

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Restricted Intergovernmental	100060-413992	Prior Year JCPC Grant Reimbursement	\$ 3,956	
<b>Total Changes in Revenue</b>			<b>\$ 3,956</b>	<b>\$ -</b>
			<b>Net Change in Revenue \$3,956</b>	

**EXPENDITURE:**

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Restricted Intergovernmental	100060-413991	Refund of JCPC Grant	\$ 3,956	
<b>Total Changes in Expenditures</b>			<b>\$ 3,956</b>	<b>\$ -</b>
			<b>Net Change in Expenditures \$3,956</b>	

**Explanation:**

To revise budget for refund of FY18 JCPC Grant Funds not expended by CADA for Second Chance Counts program.

Amendment # 24  
 Approved: \_\_\_\_\_  
 Posted: \_\_\_\_\_

\_\_\_\_\_  
 Finance Director Date

On a motion by Com. Mitchell and second by Vice-Chair Horton, the Board voted unanimously to approve the Amendment to Hertford County Budget Ordinance Fiscal Year 2018-2019 Amendment #25 2017 LLEBG Grant.

**AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2018-2019**

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, 2019:

<b>REVENUE:</b>				
	<b>Account</b>	<b>Account</b>	<b>Amount</b>	<b>Amount</b>
<b>Department</b>	<b>Number</b>	<b>Description</b>	<b>Increase</b>	<b>Decrease</b>
Restricted Intergovernmental	100060-414102	2017 LLEBG Grant Revenue	\$ 24,500	
<b>Total Changes in Revenue</b>			<b>\$ 24,500</b>	<b>\$ -</b>
			<b>Net Change in Revenue</b>	<b>\$24,500</b>
<b>EXPENDITURE:</b>				
	<b>Account</b>	<b>Account</b>	<b>Amount</b>	<b>Amount</b>
<b>Department</b>	<b>Number</b>	<b>Description</b>	<b>Increase</b>	<b>Decrease</b>
Sheriff	104180-536001	2017 LLEBG Grant Exp	\$ 24,500	
<b>Total Changes in Expenditures</b>			<b>\$ 24,500</b>	<b>\$ -</b>
			<b>Net Change in Expenditures</b>	<b>\$24,500</b>
<b>Explanation:</b>				
Budget for 2017 Local Law Enforcement Block Grant award.				
			Amendment #	25
			Approved:	
			Posted:	
Finance Director	Date			

On a motion by Com. Mitchell and second by Com. Lassiter, the Board voted unanimously to convene as the Board of the Hertford County Northern Rural Water District and Hertford County Southern Rural Water District.

**APPROVAL OF NORTHERN WATER DISTRICT SYSTEM IMPROVEMENT CAPITAL PROJECT**

Mrs. Sandy Pittman, Finance Director, presented the Amendment to the Hertford County Capital Project Ordinance: Northern Water District System Improvement Capital Project Amendment #2.

On a motion by Com. Mitchell and second by Com. Lassiter, the Board voted unanimously to approve the Amendment to Hertford County Capital Project Ordinance: Northern Water District System Improvement Capital Project Amendment #2.

AMENDMENT TO HERTFORD COUNTY CAPITAL PROJECT ORDINANCE				
NORTHERN WATER DISTRICT SYSTEM IMPROVEMENT PROJECT				
BE IT ORDAINED by the Governing Board of the County of Hertford, North Carolina, that the following amendment be made to the capital project ordinance referenced above:				
<b>REVENUE:</b>				
	<b>Account</b>	<b>Account</b>	<b>Amount</b>	<b>Amount</b>
<b>Department</b>	<b>Number</b>	<b>Description</b>	<b>Increase</b>	<b>Decrease</b>
Revenue	400113-439604	Loan from Southern Rural Water District	\$ 1,359,000	
<b>Total Changes in Revenue</b>			<b>\$ 1,359,000</b>	<b>\$ -</b>
<b>Net Change in Revenue</b>			<b>\$1,359,000</b>	
<b>EXPENDITURE:</b>				
	<b>Account</b>	<b>Account</b>	<b>Amount</b>	<b>Amount</b>
<b>Department</b>	<b>Number</b>	<b>Description</b>	<b>Increase</b>	<b>Decrease</b>
Expense	404630-571005	Repayment of Loan from SRWD	\$ 1,359,000	
<b>Total Changes in Expenditures</b>			<b>\$ 1,359,000</b>	<b>\$ -</b>
<b>Net Change in Expenditures</b>			<b>\$1,359,000</b>	
<b>Explanation:</b>				
Budget for interfund loan per Resolution approved by Commissioners on June 27, 2018.				
			Amendment #	2
			Approved:	
			Posted:	
Finance Director	Date			

After brief discussion regarding the Northern Water District System Improvement Capital Project Amendment, Vice-Chair Horton reminded County Manager Williams that a department head should be present to answer questions from the Board directly when items pertaining to his/her department is presented.

County Manager Williams addressed the Board for clarification as follows:

- arrangements are made through her by direction of the Board for financial items to be presented
- the Northern Water District System grant application was presented to the Board and was approved
- assured the Board department heads are called upon on items not dealing with financial matters

Chairman Gatling stated that the Capital Project Resolution for Northern Water District System was approved in June and reemphasized the need for the department head to be present when items pertaining to their department come before the Board.

On a motion by Vice-Chair Horton and second by Com. Lassiter, the Board voted unanimously to adjourn the meeting of the Hertford County Northern Rural Water District and Hertford County Southern Rural Water District and to return to the Regular Session.

**HERTFORD COUNTY COOPERATIVE EXTENSION REPORT TO THE PEOPLE & GOVERNOR'S VOLUNTEER AWARD**

Mrs. Stephanie Parker-Helmkamp, Cooperative Extension Director presented the Report to the People highlighting 109 educational programs; 10,649 face-to-face program contacts; \$22,180 secured to support programs, 1,947 volunteer hours; Steps to Health in schools on May 3<sup>rd</sup>.

Chairman Gatling thanked Mrs. Parker-Helmkamp for the report and the good job Cooperation Extension does in Hertford County.

Mrs. Parker-Helmkamp presented the Governor's Volunteer Award to Vidant Roanoke Chowan Hospital Volunteer, Ms. Gloria Bazemore. The Board congratulated Ms. Bazemore on being the 2019 recipient for the Governor's Volunteer Award.

**RESOLUTION SUPPORT JCPC ALLOCATION EXPANSION**

County Manager Williams presented the Resolution to Support JCPS Allocation Expansion.

On a motion by Com. Mitchell and second by Com. Douglas the Board voted unanimously to approve the Resolution to Support the JCPS Allocation Expansion.

**HERTFORD COUNTY  
BOARD OF COMMISSIONERS  
115 Justice Drive, Suite 1  
Winton, NC 27986**

**Hertford County Board of Commissioners Resolution**

**Supporting**

**Juvenile Crime Prevention Council Allocation Expansion**

**WHEREAS**, Juvenile Crime Prevention Council (JCPC) funding is a partnership between the State of North Carolina and the County to ensure a local continuum of services for court involved and at-risk juveniles; and,

**WHEREAS**, the Juvenile Crime Prevention Council, under the authority of NCGS§143B-851, and within the scope of its powers and duties, "Each County Council shall annually review the needs of juveniles in the county who are at risk of delinquency or who have been adjudicated undisciplined or delinquent and the resources available to address those needs. In particular, each County Council shall assess the needs of juveniles in the county who are at risk or who have been associated with gangs or gang activity, and the local resources that are established to address those needs," and,

**WHEREAS**, the Juvenile Justice Reinvestment Act passed in 2017, also referenced as North Carolina's Raise the Age legislation, expands the age of juvenile jurisdiction, increasing it to include juveniles ages 16 and 17 years of age effective December 1, 2019; and,

**WHEREAS**, Raise the Age legislation also encourages the formulation of School Justice Partnerships to address the reduction of school-based juvenile complaints; and,

**WHEREAS**, Raise the Age legislation will increase the need for immediate and age-appropriate sanctions and diversion services for juvenile offenders and those at-risk of delinquency; and,

**WHEREAS**, JCPC funding has seen no increase in more than nine years; and,

**WHEREAS**, the effort to immediately and effectively address juvenile offending behavior is an evidence-based investment in North Carolina's future;

**NOW, THEREFORE BE IT RESOLVED**, that Hertford County fully supports an adequate and timely increase of local Juvenile Crime Prevention funding to ensure program expansion and successful implementation of the Juvenile Justice Reinvestment Act Raise the Age Legislation, set for December 1, 2019.

**Adopted this \_\_\_\_ day of \_\_\_\_\_ 2019.**

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**Chairman**

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**Clerk to the Board**

**REQUEST FOR APPOINTMENT AND OATH OF OFFICE FOR THE HERTFORD COUNTY BOARD OF EQUALIZATION AND REVIEW**

Chairman Gatling called for the motion to appoint and Oath of Office for the Hertford County Board of Equalization and Review. On a motion by Com. Mitchell and a second by Vice-Chair Horton, the Board voted unanimously to appoint Chairman Gatling, Vice-Chair Horton, Com. Douglas, Com. Lassiter and Com. Mitchell to the Hertford County Board of Equalization and Review.

Clerk Fleetwood, administered the Oath of Office to Chairman Gatling, Vice-Chair Horton, Com. Douglas, Com. Lassiter and Com. Mitchell for the Hertford County Board of Equalization and Review.

**COUNTY MANAGER'S COMMENTS**

There were no comments from County Manager Williams.

**COUNTY COMMISSIONERS' COMMENTS**

Com. Douglas thanked everyone for attending the meeting.

Com. Mitchell stated it was good to see everyone present.

Com. Lassiter said good morning to everyone and wished everyone a happy April Fool's Day.

Com. Horton thanked everyone for coming and asked other than the commissioners who has access to Closed Session Minutes by law.

County Manager addressed Vice-Chair Horton stating that the clerk, county manager, and attorney have access to Closed Session Minutes.

Vice-Chair Horton asked if County Manager received a call from Albemarle Health to appoint an advisory committee representing the Hertford County Child Fatality Task Force. County Manager advised there was a call and communication being handled between her office and Clerk Fleetwood to follow-up on that request.

Chairman Gatling announced April 22<sup>nd</sup> is the Annual Easter Egg Hunt; Special Olympics is May 3; requested a budget calendar guideline from County Manager Williams; and requested that both the finance director and the department heard be present when resolutions are presented for approval of the Board.

On a motion by Vice-Chair Horton and second by Com. Lassiter the Board voted unanimously to move to Closed Session.

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

On a motion by Com. Mitchell and second by Com. Lassiter the Board voted unanimously to return to Regular Session.

On a motion by Com. Mitchell and second by Com. Lassiter the Board voted unanimously to move to the Board of Equalization Meeting.

### **BOARD OF EQUALIZATION & REVIEW MEETING**

Mrs. Sylvia F. Anderson, Tax Assessor, presented taxpayer appeals for Mr. Carroll D. Young and Mrs. Rachel B. Young. Mr. Young addressed the Board of Equalization and Review regarding his appeal on nine parcels. Mr. Robert Pearson, of Pearson Appraisal, was also present along with Mrs. Sandy Brock-Justice.

The Board agreed to make site visits to review the properties in question. Chairman Gatling assured Mr. Young that the Board of Equalization and Review's recommendations may not be exactly what he wants but the Board will follow the steps and review his properties.

Tax Assessor Anderson requested that the Board of Equalization and Review recess until May 6, 2019.

On a motion by Com. Mitchell and second by Com. Lassiter the Board of Equalization and Review voted unanimously to recess until May 6, 2019.

On a motion by Com. Lassiter and second by Com. Mitchell, the Board voted unanimously to adjourn the Board of Equalization and Review Meeting and return to the Board of Commissioners' Regular Board Meeting.

On a motion by Com. Lassiter and second by Vice-Chair Horton the Board voted unanimously to adjourn the Regular Board Meeting.