

**MINUTES  
REGULAR MEETING  
HERTFORD COUNTY BOARD OF COMMISSIONERS  
MULTI-PURPOSE ROOM - JUDICIAL CENTER  
MONDAY, JULY 15, 2019  
7:00 PM**

**PRESENT:**

Com. John D. Horton, Vice-Chair  
Com. Andre' Lassiter  
Com. William F. Mitchell, Jr.

**ABSENT:**

Com. Ronald J. Gatling, Chairman  
Com. Leroy Douglas

**ALSO PRESENT WITH THE BOARD:**

Ms. Loria Williams, County Manager  
Dr. Renee Fleetwood, Clerk to the Board  
Mr. Charles L. Revelle, III, County Attorney

Ms. Maria R. Jones, Attorney ~ Revelle & Lee, LLP

Vice-Chair John D. Horton called the meeting to order at 7:03 pm. Invocation was provided by Rev. Shirley Johnson, Pastor New Beginnings Baptist Church, Murfreesboro, NC. Vice-Chair Horton thanked Pastor Johnson for the warm word of prayer.

On a motion by Com. Lassiter and second by Com. Mitchell, the Board voted unanimously to strike Memo 9192, Introduction of New Hertford County Employees, until the August 5<sup>th</sup> meeting.

**CONSENT AGENDA**

On a motion by Com. Mitchell and second by Com. Lassiter, the Board unanimously approved the Consent Agenda as follows:

1. Approval of June 17, June 26, July 1, 2019 Meeting Minutes
2. Request Approval of Tax Refund

*Refund to Robert Beard III mobile home was charged to Mr. Beard in error. Mobile home will be listed to Tammy Brown (lot 107 Pines MHP) Payee: Vendor #13755 Amount: \$158.80*

### 3. Request Approval of Tax Levy Release for June 2019

#### RELEASES FOR MONTH ENDING June 2019

		LEVY	VALUE	TAX
AHOSKIE TOWNSHIP	NAME	YEAR	RELEASED	RELEASED
Acct# 43766  Bill# 18A43766.10.1  Taxpayer failed to report during listing, motor vehicle is titled to Elliot D Taylor property will be after listed to account #S1086	Wommack, Samuel L.	2018	8850	G01-\$81.77  C01-\$78.86
MURFREESBORO TOWNSHIP				
WINTON TOWNSHIP				
Acct# 36342  Bill # 18A36342.60  Building was charged on parcel # 5963-84-3579 owner reported on account #36342 in error	Career Transporting Inc	2018	550	G01-\$4.62
MANEY'S NECK TOWNSHIP				
ST. JOHN TOWNSHIP				
HARRELLSVILLE TOWNSHIP	6			

TOTAL VALUE APPROVED THIS REPORT (2019 LEVY)	\$ _____
TOTAL TAX RELEASED THIS REPORT (2019 LEVY)	\$ _____
TOTAL VALUE APPROVED THIS REPORT (PRIOR LEVY)	\$ 9400.
TOTAL TAX RELEASED THIS REPORT (PRIOR LEVY)	\$ 165.25
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE SITE 2018)	\$
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATON 2018)	\$
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE SITE 2017)	\$ 0.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2017)	\$ 0.00

Respectfully submitted, Tammy H. Eason, Tax Collector

4. Request Approval of NCVTS Refunds: Terri R. Robinson, Brittany D. Spiers, John Wayne Wheeler, II

North Carolina Vehicle Tax System																					
NCVTS Pending Refund report																					
Report Date 7/2/2019 3:41:59 PM																					
Payee Name	Primary Owner	Secondary Owner	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Autho	Tax Jurisd	Levy Type	Change	Interest	Total Change			
ROBINSON, TERRI REVELLE	ROBINSON, TERRI REVELLE	ROBINSON, DELROY PATRICK	120 CARSON LN	AHOSKE, NC 27910	Proration	#0047998901	1BMS1943	PENDING	108E-03	Refund Generated due to proration on Bill # 0047998901-2018-2018-0000-00	Tag Surrender	06/30/2018		G01	Tax	(\$163.27)	\$0.00	(\$163.27)			
																	Refund	\$380.57			
SPIERS, BRITTANY DANIELLE	SPIERS, BRITTANY DANIELLE		100 PINE ST	MURFREE SBORO, NC 27855	Proration	#0037526032	ELM5823	PENDING	54091922	Refund Generated due to proration on Bill # 0037526032-2018-2018-0000-00	Vehicle Totalled	06/21/2018		G01	Tax	(\$123.97)	\$0.00	(\$123.97)			
																	Refund	\$123.97			
WHEELER, JOHN WAYNE II	WHEELER, JOHN WAYNE II		710 E VANCE ST APT 1	MURFREE SBORO, NC 27855	Adjustment - \$100	#0048571058	FBL8685	PENDING	162E-08	[A5065] - Refund Generated due to adjustment on abstract # 0048571058-2018-2018-0000 RMY	Mileage	06/14/2018		G01	Tax	(\$52.98)	(\$3.05)	(\$56.03)			
																	C04	Tax	(\$416.2)	(\$2.39)	(\$44.01)
																	C04	Vehicle Fee	\$0.00	\$0.00	\$0.00
																	Refund	\$300.04			

Vice-Chair Horton announced the unavailability of Chairman Gatling (attending a Coaching Clinic in Greensboro) and Com. Douglas (attending a national meeting).

**APPROVAL REQUEST FOR 2019-2020 HC JOB CLASSIFICATION AND SALARY SCHEDULE**

On a motion by Com. Mitchell and second by Com. Lassiter, the Board unanimously approved the 2019-2020 HC Job Classification and Salary Schedule as presented by County Manager Williams and as attached.

2019 - 2020  
Hertford County Job Classification and Salary Schedule

Grade	Minimum	Mid-Point	Maximum	37.5/1950	40/2080	168/2184	FLSA Status	Job Title
1	\$ 17,653	\$ 22,508	\$ 27,363	\$ 9.05	\$ 8.49	\$ 8.08	N	Assistant (Poll Worker)
2	\$ 18,536	\$ 23,633	\$ 28,731	\$ 9.51	\$ 8.91	\$ 8.49	N	Recycling Attendant Judge (Poll Worker)
3	\$ 19,463	\$ 24,815	\$ 30,168	\$ 9.98	\$ 9.36	\$ 8.91	N N N	Home Delivered Meals Coordinator Receptionist Chief Judge (Poll Worker)
4	\$ 20,436	\$ 25,525	\$ 30,615	\$ 10.48	\$ 9.83	\$ 9.36	N N	Housekeeper Nutrition Site Supervisor
5	\$ 21,458	\$ 27,359	\$ 33,260	\$ 11.00	\$ 10.32	\$ 9.83	N N N	Community Social Service Assistant* Processing Assistant III* Program Assistant
6	\$ 22,530	\$ 28,727	\$ 34,923	\$ 11.55	\$ 10.83	\$ 10.32	N N N	Animal Control Officer I Equipment Operator Housekeeping Coordinator
7	\$ 23,657	\$ 30,163	\$ 36,669	\$ 12.13	\$ 11.37	\$ 10.83	N N N N N	Administrative Assistant Building and Grounds Maintenance Worker Processing Assistant IV* Public Information Assistant IV* Social Worker Trainee
8	\$ 24,839	\$ 31,671	\$ 38,502	\$ 12.74	\$ 11.94	\$ 11.37	N N N N N	Animal Control Officer II Deputy Register of Deeds Tax Assessor Clerk Tax Collections Clerk Water Clerk
9	\$ 26,083	\$ 33,255	\$ 40,428	\$ 13.38	\$ 12.54	\$ 11.94	N N N N N N N N N N	Accounting Technician II* Bailiff (Non-sworn Officer) GIS Technician Income Maintenance Caseworker I* Processing Assistant V* Permit Technician Security Officer Senior Administrative Assistant TAC Officer Water Maintenance Worker
10	\$ 27,386	\$ 34,917	\$ 42,448	\$ 14.04	\$ 13.17	\$ 12.54	N N N N	Administrative Secretary III* Detention Officer Dispatcher Emergency Medical Technical -Basic Veterans Service Officer
11	\$ 28,756	\$ 36,663	\$ 44,570	\$ 14.75	\$ 13.82	\$ 13.17	N N N N N N	Accounting Technician III* Assistant Register of Deeds Detention Sergeant Income Maintenance Caseworker II* Income Maintenance Investigator I* Outreach Program Supervisor Social Worker I*
12	\$ 30,193	\$ 38,496	\$ 46,799	\$ 15.48	\$ 14.52	\$ 13.82	N N N	Buildings, Grounds Maintenance Supervisor Detention Lieutenant Emergency Medical Technician-Advanced Senior Center and Nutrition Site Program Manager

**2019 - 2020  
Hertford County Job Classification and Salary Schedule**

Grade	Minimum	Mid-Point	Maximum	37.5/1950	40/2080	168/2184	FLSA Status	Job Title
12	\$ 30,193	\$ 38,496	\$ 46,799	\$ 15.48	\$ 14.52	\$ 13.82	N	Housekeeping Supervisor
							N	Scalehouse Operator
							N	Water Supervisor
13	\$ 31,702	\$ 40,421	\$ 49,140	\$ 16.26	\$ 15.24	\$ 14.52	N	Bailiff (Sworn Officer)
							N	Code Enforcement Officer
							N	Income Maintenance Caseworker III*
							N	Senior Administrative Assistant II
14	\$ 33,288	\$ 42,442	\$ 51,597	\$ 17.07	\$ 16.00	\$ 15.24	E	Assistant Tax Assessor
							N	Chief Jailer
							N	Clerk to the Board
							E	Delinquent Tax Collector
							E	Director of Aging
							E	Director of Elections
							N	Human Resources Specialist
							N	Payroll Specialist
							N	Soil Conservation Technician
15	\$ 34,952	\$ 44,564	\$ 54,176	\$ 17.92	\$ 16.80	\$ 16.00	N	Administrative Officer I*
							N	Accounts Payable Receivable Specialist
							N	Daycare Service Coordinator*
							N	Deputy Sheriff
							N	Deputy Sheriff Investigator
							N	Income Maintenance Supervisor II*
16	\$ 36,700	\$ 46,793	\$ 56,886	\$ 18.82	\$ 17.64	\$ 16.80	N	Deputy Director - Emergency Mgmt./Fire Marshal
							N	EMS Coordinator
							N	Deputy Sheriff-Sergeant
17	\$ 38,535	\$ 49,137	\$ 59,730	\$ 19.76	\$ 18.53	\$ 17.64	N	Deputy Sheriff Investigator - Sergeant
							N	Social Worker III*
18	\$ 40,461	\$ 51,589	\$ 62,716	\$ 20.75	\$ 19.45	\$ 18.53	N	Chief Code Enforcement Officer
							E	Emergency Medical Services Director
							E	Social Worker Supervisor II*
							N	Social Worker IAT*
19	\$ 42,484	\$ 54,168	\$ 65,852	\$ 21.79	\$ 20.43	\$ 19.45	E	Central Communications Director
							N	Deputy Sheriff-Lieutenant
							N	Deputy Sheriff Investigator - Lieutenant
							E	Emergency Management Director
							E	Tax Collector
20	\$ 44,608	\$ 56,876	\$ 69,144	\$ 22.88	\$ 21.45	\$ 20.43	N	Deputy Sheriff-Captain
							E	Register of Deeds
							N	Staff Accountant
							E	Tax Assessor
21	\$ 46,840	\$ 59,721	\$ 72,602	\$ 24.02	\$ 22.52	\$ 21.45	E	Detention Administrator
							E	Facilities Manager
							E	Public Works Manager
							E	Social Work Supervisor III*
22	\$ 49,181	\$ 62,707	\$ 76,232	\$ 25.22	\$ 23.64	\$ 22.52	E	Chief Deputy
23	\$ 51,640	\$ 65,841	\$ 80,042	\$ 26.48	\$ 24.83	\$ 23.64		
24	\$ 54,222	\$ 69,134	\$ 84,046	\$ 27.81	\$ 26.07	\$ 24.83		

**2019 - 2020  
Hertford County Job Classification and Salary Schedule**

Grade	Minimum	Mid-Point	Maximum	37.5/1950	40/2080	168/2184	FLSA Status	Job Title
25	\$ 56,934	\$ 72,590	\$ 88,247	\$ 29.20	\$ 27.37	\$ 26.07	E	Director of Human Resources and Risk Management
							E	Director of Planning/GIS
26	\$ 59,780	\$ 76,220	\$ 92,660	\$ 30.66	\$ 28.74	\$ 27.37	E	Director of Information Technology
27	\$ 62,769	\$ 80,031	\$ 97,293	\$ 32.19	\$ 30.18	\$ 28.74	E	Director of Finance
							E	Director of Economic Development
							E	Director of Public Works and Facilities
28	\$ 65,909	\$ 84,033	\$ 102,157	\$ 33.80	\$ 31.69	\$ 30.18	E	Assistant County Manager
							E	Director of Social Services*
29	\$ 69,204	\$ 88,234	\$ 107,265	\$ 35.49	\$ 33.27	\$ 31.69		
30	\$ 72,663	\$ 92,646	\$ 112,628	\$ 37.26	\$ 34.93	\$ 33.27	E	Sheriff
31	\$ 76,297	\$ 97,278	\$ 118,260	\$ 39.13	\$ 36.68	\$ 34.93		
32	\$ 80,111	\$ 102,142	\$ 124,173	\$ 41.08	\$ 38.52	\$ 36.68	E	County Manager
33	\$ 84,118	\$ 107,250	\$ 130,382	\$ 43.14	\$ 40.44	\$ 38.52		
34	\$ 88,324	\$ 112,612	\$ 136,900	\$ 45.29	\$ 42.46	\$ 40.44		
35	\$ 92,739	\$ 118,242	\$ 143,746	\$ 47.56	\$ 44.59	\$ 42.46		
* Denotes State Personnel Act (SPA)								7/1/2019

## **ROANOKE ELECTRIC COOPERATIVE (REA) GREAT GRANT PRESENTATION**

Mr. Curtis Wynn, Roanoke Electric Co-op President & CEO, presented the Great Grant presentation noting the following :

- Overview of Roanoke Connect
- As of June 30, 2019, REC has passed more than 933 homes in territory and serves 353 subscribers (42% take rate)
- SmartGrid system in place that was built by Roanoke Electric Cooperative
- Great Grant Funding - \$376,892.00, Roanoke Connect - \$202,942
- by-product of the initiative is to have broadband access in areas which are unserved and underserved
- only REA residents are receiving the services at the current time
- modernizing grids in order that members can have high speed broadband connection
- Hertford County students are at a disadvantage not having broadband access for homework assignments
- seeking additional funding for ways to enhance the project and not cause a burden for members

The Board thanked Mr. Wynn for his presentation, advised him they are waiting for Broadband to be extended in order to provide a significant savings to citizens.

## **OATH OF OFFICE OF HERTFORD COUNTY TAX ASSESSOR AS PER NCGS 105:294**

Clerk Fleetwood administered the Oath of Office to the Hertford County Tax Assessor, Mrs. Sylvia Anderson.

Vice-Chair Horton addressed Mrs. Anderson by stating that the county is at the point where Mrs. Anderson brings her long challenging career to an end and asked if there were any comments she wish to make.

Tax Assessor Anderson addressed the Board and stated she truly will miss serving the citizens and the county as an employee. Additionally, she thanked the Board for allowing her to serve for over 30 years and stated she has enjoyed her staff and will miss them. Tax Assessor Anderson concluded by stating where we are in life is where God intends for us to be and he did let her know it is now her time to retire.

## **PUBLIC HEARING – FEDERAL EMERGENCY FOOD & SHELTER PROGRAM**

On a motion by Commissioner Mitchell and second by Com. Lassiter, the Board voted unanimously to move to the Public Hearing for the Federal Emergency Food & Shelter Program.

Pastor Jeff Douglas, Chair of the Hertford County Emergency Food & Shelter Board, reported that \$11,010.00 was awarded to Hertford County and the proceeds will be divided among two organizations on Thursday, July 18, 2019, at 11 a.m. in his office.

There were no public comments provided.

Com. Mitchell thanked Pastor Douglas for the diligent work of the Hertford County Emergency Food & Shelter Board in providing for the citizens in Hertford County.

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

#### **APPROVAL REQUEST FOR OFFICE OF AGING HOME & COMMUNITY CARE BLOCK GRANT FOR OLDER ADULTS**

On a motion by Com. Mitchell and second by Com. Lassiter, the Board unanimously approved the Office of Aging Home & Community Care Block Grant for Older Adults as presented by Mrs. Diedre Evans, Office of Aging Director.

#### **PUBLIC COMMENT**

Mr. Donald Kirkland presented a request to rescind his previous resignation as a council member of the Veterans Advisory Council (VAC) and his concerns on the appointments and failure to meet membership requirements outlined for persons assigned to serve on the VAC.

Vice-Chair Horton advised Mr. Kirkland to meet with County Manager Williams because the Board was not acting on his request at this time.

#### **REQUEST APPROVAL FOR NC WATERMELON FESTIVAL PERMIT FOR MURFREESBORO FIREWORKS**

On a motion by Com. Lassiter and second by Com. Mitchell, the Board voted unanimously to approve the issuance of a Fireworks Permit to the NC Watermelon Festival as presented by Mayor Hal Thomas.

#### **FORECLOSURE BIDS STATUS UPDATES**

On a motion by Com. Lassiter and second by Com. Mitchell, the Board voted unanimously to approve the Bid Offer of \$12,800.00 for PIN# 5992-58-3910 – Carolyn Askew Property as presented by Attorney Revelle.

On a motion by Com. Lassiter and second by Com. Mitchell, the Board voted unanimously to approve the Bid Offer of \$8,000.00 for PIN # 6902-33-9773 – Morgan Watford Property as presented by Attorney Revelle.



On a motion by Com. Lassiter and second by Com. Mitchell, the Board voted unanimously to table the Bid Offer on PIN # 5993-91-2045 – Adelaide Vaughan Heirs Property and PIN #s 5993-91-1315 & 5993-91-1289 as presented by Attorney Revelle.

Attorney Revelle stated he will contact the bidders regarding their bid offers for PIN #s 5993-91-2045, 5993-91-1315, & 5993-91-1289.

On a motion by Com. Lassiter and second by Com. Mitchell, the Board voted unanimously to readvertise PIN # 6906-66-8459, Thomas R. Booth property, to correct the property location to Winton as presented by Attorney Revelle.

**REQUEST APPROVAL OF ABC BOARD ADOPTION OF HERTFORD COUNTY TRAVEL POLICY**

On a motion by Com. Lassiter and second by Com. Mitchell, the Board voted unanimously to approve the request of the ABC Board Adoption of the Hertford County Travel Policy as presented by Mr. Clarence Jordan, General Manager of the Hertford County ABC Board.

**REQUEST APPROVAL OF BOARD APPOINTMENTS**

The Board approved the following Board Appointments:

On a motion by Com. Mitchell and second by Com. Lassiter, the Board voted unanimously to appoint Kyle Simmons (Union Rural District) and reappoint Jamie King (Union Rural District) to the **Firefighters Relief Fund Board** for a two-year term to expire June 30, 2021.

On a motion by Com. Mitchell and second by Com. Lassiter, the Board voted unanimously to appoint George W. Holley to the **Hertford County Social Services Board** for a three-year term to expire June 30, 2022.

On a motion by Com. Lassiter and second by Com. Mitchell, the Board voted unanimously to appoint Tiffany Walton to the **Juvenile Crime Prevention Council** to serve an indefinite term.

**REQUEST FOR ABC BOARD CHAIRMAN DESIGNATION AS PER NCGS 18B-700**

On a motion by Com. Lassiter and second by Com. Mitchell, the Board voted unanimously to appoint Lonnie Simmons as the ABC Board Chairman.

**REQUEST APPROVAL OF THE 2019-2020 MOU BETWEEN NC DEPARTMENT OF HEALTH & HUMAN SERVICES & HERTFORD COUNTY**

On a motion by Com. Mitchell and second by Com. Lassiter, the Board voted unanimously to approve the 2019-2020 MOU Between NC Department of Health & Human Services and Hertford County as presented by Social Services Director, Mrs. Brenda Brown.

The Board congratulated Director Brown for her completing the Directors Academy.

**REQUEST APPROVAL TO APPLY FOR USDA COMMUNITY FACILITIES DIRECT LOAN & GRANT FUNDING FOR PURCHASE OF PUBLIC SAFETY VEHICLES & HEAVY EQUIPMENT**

On a motion by Com. Lassiter and second by Com. Mitchell the Board voted unanimously to approve the Request to Apply for USDA Community Facilities Direct Loan & Grant Funding for Purchase of Public Safety Vehicles & Heavy Equipment as presented by County Manager Williams.

County Manager Williams shared the following:

- a report will be provided to the Board after meeting with Sheriff Dexter Hayes
- Com. Douglas was instrumental in organizing the meeting

Vice-Chair Horton congratulated County Manager Williams for meeting with an outside resource to assist the county.

**REQUEST APPROVAL OF OFFER OF OLD DSS BUILDING**

On a motion by Com. Mitchell and second by Com. Lassiter, the Board voted unanimously to approve the Bid Offer of \$65,100 for the Old DSS Building and Parking Lot Auction # 2101385.

**COUNTY MANAGER'S COMMENTS**

County Manager Williams shared the following:

- Capital Outlay Fund Reimbursements
- HC 2020 Complete Count Committee Kickoff Meeting Notification July 23, 2019 from 11:00 am – 1:00 pm.

**COMMISSIONERS' COMMENTS**

There were no comments from the Board.

**CLOSED SESSION**

On a motion by Com. Mitchell and second by Com. Lassiter, the Board unanimously approved to move to Closed Session to consult with the County Attorney.

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

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

On a motion by Com. Mitchell and a second by Com. Lassiter, the Board voted unanimously to adjourn the meeting.