

**MINUTES  
REGULAR MEETING  
HERTFORD COUNTY BOARD OF COMMISSIONERS  
MULTI-PURPOSE ROOM -JUDICIAL CENTER  
MONDAY, OCTOBER 7, 2019  
9:00 AM**

**PRESENT:**

Com. Ronald J. Gatling, Chairman  
 Com. John D. Horton, Vice-Chair  
 Com. Leroy Douglas  
 Com. Andre' Lassiter  
 Com. William F. Mitchell, Jr.  
*Absent:*

**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

Chairman Ronald J. Gatling called the meeting to order at 9:02 am. Invocation was provided by Apostle Keith Urquhart, Pastor of Faith, Hope & Deliverance Ministries, Winton, NC. Chairman Gatling thanked Apostle Urquhart for the Invocation.

**CONSENT AGENDA**

On a motion by Com. Andre' :Lassiter and second by Vice-Chair Horton, the Board unanimously approved the Consent Agenda as follows:

1. Request Approval of September 16, 2019 Minutes
2. Request Approval of County Tax Levy Releases (September 2019)

**RELEASES FOR MONTH ENDING  
September 2019**

<b>AHOSKIE TOWNSHIP</b>	<b>NAME</b>	<b>LEVY YEAR</b>	<b>VALUE RELEASED</b>	<b>TAX RELEASED</b>
Acct#44009 Bill#19A44009.10 Variance in depreciation keying error found after bill was calculated.	Tractor Supply Co	2019	54,010	G01-\$453.69 C01-\$437.49
<b>MURFREESBORO TOWNSHIP</b>				
Acct#49043 Bill#09VYYX5557	Williams, Sheila M.	2009		Gar-\$30.00

Wrong person was garnish & a garnishment fee was added to this account.				
<b>WINTON TOWNSHIP</b>				
Acct#43789 Bill#19A6926023418 Property is not habitable or is unoccupied with no electrical service during the period of July1- June 30 <sup>th</sup> of taxable year.	Knight, Mary Louise	2019		W01-\$90.00 W02-\$90.00
Acct#41322 Bill#18A41322.60 Wrong person was garnish & a garnishment fee was added to this account.	Harrell, Richard M.	2018		Gar-\$30.00
<b>MANEY'S NECK TOWNSHIP</b>				
Acct#43033 Bill#19A5989788018.4 Bill#19A5989788018.3 Bill#19A5989788018.2 Bill#19A5989788018.1 Admin split done to bill correct property owner. Recapture done in error.	S & S Farms Partnership	2019	1561 1358 1358 1358	G01- \$47.34
<b>ST. JOHN TOWNSHIP</b>				
Acct#50741 Bill #19A50741.50 Property is not habitable or is unoccupied with no electrical service during the period of July1- June 30 <sup>th</sup> of taxable year.	Blowe, Michael R.	2019		W01-\$90.00 W02-\$90.00
Acct#5830 Bill#195830.50 Property is not habitable or is unoccupied with no electrical service during the period of July1- June 30 <sup>th</sup> of taxable year	Fennell, Willie R.	2019		W01-\$90.00 W02-\$90.00
Acct#51322 Bill #19A51322.50.1 The value that the state put on the trailer was incorrect so an adjustment had to be made to the gap bill.	McCullough, Roger D	2019	6,065	G01-\$50.95
Acct#51411 Bill#19A51411.50.1 The value that the state put on the trailer was incorrect so an adjustment had to be made to the gap bill.	Latham, Prentiss T.	2019	4,235	G01-\$35.58
Acct#35243 Bill#19A5973463394 Property is not habitable or is unoccupied with no electrical service during the period of July1- June 30 <sup>th</sup> of taxable year.	Riddick, Kenneth B.	2019		W01-\$90.00 W02-\$90.00
Acct#26137 Bill#19A5973461473 Property is not habitable or is unoccupied with no electrical service during the period of July1- June 30 <sup>th</sup> of taxable year.	Riddick, Kenneth B.	2019		W01-\$90.00 W02-\$90.00
<b>HARRELLSVILLE TOWNSHIP</b>				

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

Respectfully submitted,

Tammy H. Eason, Tax Collector

3. Request Approval of Tax Refund Maxine Askew, Ernestine Perry, Jr., Paul Liverman, Gary White

Refund to Affiliated Mortgage Co. for over Payment of 2019 taxes, Askew, Maxine Pin #6952-64-7165 \$50.00, Ernestine Perry Jr Pin# 5992-36-8514- \$1121.09, Paul Liverman Pin #5989-25-1861- \$15.00, Gary White Pin# 5992-65-5708-\$209.69

Payee: Vendor #9141  
Amount: \$1395.78

4. ABC Funds Report for FY 18-19

**ABC Funds Report for FY 18-19**

County: Hertford

Amount of ABC Funds Received \$7,600.00

ABC Funds Restrictions per County Allocation: None

Per GS 18B-805(h) since Trillium Health Resources received Alcoholism (ABC) Funds from your county, we are required to provide an annual report to the board of county commissioners describing how the funds were spent. Please find below to a brief description of the expenditures that were paid from July 1, 2018 to June 30, 2019.

Healing Transitions in Wake County: \$ 13,455.00 was paid for 299 days for individuals from your county to the Healing Transitions in Wake County for substance abuse treatment and specifically for detoxification services and recovery treatment.

Purchase of Naloxone Kits: Trillium purchased and distributed in Hertford County 12 Naloxone kits at \$922.00 to Hertford County Sheriff.

Access Point Kiosk – The Kiosk provides anonymous evidence-based self-conducted screenings for mental health and substance use to potentially link individuals to appropriate services. The annual cost is \$1181.00 for these kiosk per year.

\*Substance Abuse Treatment Services: \$ 157,003 was paid for 60 individuals from your county to providers for substance abuse treatment.

These Substance abuse treatment expenditures were spent for the treatment of alcoholism or substance abuse. These funds were paid to providers who contracted with Trillium to provide substance abuse treatment to consumers with an address in your county. Services provided include but are not limited to the below:

- Assessment/evaluation
- Outpatient treatment and counseling, including face to face and telepsychiatry and both individual and group
- Mobile Crisis
- Substance Abuse Intensive Outpatient Therapy
- Facility Based Crisis
- Opioid Treatment

\*Denotes State and ABC funds paid for services for consumers residing in Hertford County with substance abuse diagnosis. This does NOT include Medicaid funds paid for the same.

**INTRODUCTION OF NEW HERTFORD COUNTY EMPLOYEES**

County Manager Williams presented the new employees as follows:

<b><u>Employees Hired</u></b>	<b><u>PT/FT</u></b>	<b><u>Type</u></b>	<b><u>Date</u></b>
DeTrehah Drayton	FT	Dispatcher	9/23/2019
Carlton Johnson	PT	Housekeeper	9/23/2019
Henry Jackson	FT	Detention Officer	9/16/2019
Ayodele Gatling	PT	Detention Officer	9/16/2019
Ashley Jilcott	FT	Animal Control Officer I	9/23/2019
Catha Earley	PT	Receptionist	9/23/2019
Latanya Hicks	FT	Housekeeping Coordinator	9/23/2019

The Board welcomed the new employees and thanked them for joining the Hertford County Local Government staff.

**REQUEST APPROVAL OF HERTFORD COUNTY BUDGET ORDINANCE FY 2019-2020 AMENDMENT #7**

On a motion by Com. Lassiter and second by Com. Douglas, the Board unanimously approved the Hertford County Budget Ordinance FY 2019-2020 Amendment # 7 for additional funding allocation, grant funds and board approvals.

**AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2019-2020**

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, 2020:

**REVENUE:**

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Restricted Ingov-DSS	100063-419101	Crisis Intervention	\$63,168.00	
Restricted Ingov-Aging	100061-417603	MIPPA Grant	\$ 1,273.00	
Revenues - Earmarked Funds	100080-527000	Calendar Sales Donation	\$ 2,000.00	
Revenues	100112-448500	Fund Balance Appropriated	\$ 12,400.00	
<b>Total Changes in Revenue</b>			<b>\$78,841.00</b>	<b>\$ -</b>

<b>Net Change in Revenue</b>	<b>\$78,841.00</b>
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**EXPENDITURE:**

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Office on Aging	104390-569301	MIPPA Grant	\$ 1,273.00	
	569030	BC/BS Meals on Wheels Grant	\$ 9,900.00	
Sheriff - Earmarked Funds	104390-527000	Earmarked Funds	\$ 2,000.00	
DSS	104440-569009	Crisis Intervention Program	\$ 63,168.00	
Special Appropriations	109000-500006	Dr. Weaver Scholarship	\$ 500.00	
	109000-5000144	R. L. Vann Alumni	\$ 2,000.00	
<b>Total Changes in Expenditures</b>			<b>\$ 78,841.00</b>	

<b>Net Change in Expenditures</b>	<b>\$78,841.00</b>
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**Explanation:**

To budget additional funding allocation, grant funds and board approvals.

Amendment # 7  
 Approved: \_\_\_\_\_  
 Posted: \_\_\_\_\_

*John D. Williams* 10/2/19  
 Interim Finance Director Date

**REQUEST APPROVAL OF BOARD APPOINTMENT – VETERANS ADVISORY COUNCIL**

On a motion by Com. Douglas and second by Com. Lassiter, the Board unanimously approved the appointment of Mr. Johnnie Ray Farmer to the Veterans Advisory Council to fill an unexpired term expiring on April 19, 2021.

**REQUEST APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN HERTFORD COUNTY & THE AMERICAN RED CROSS OF NORTHEASTERN NC CHAPTER**

On a motion by Com. Lassiter and second by Vice-Chair Horton, the Board unanimously approved the Memorandum of Understanding Between Hertford County and the American Red Cross of Northeastern NC Chapter as presented by Mr. Chris Smith, Emergency Management Director/Fire Marshal/Safety Director.

**REQUEST APPROVAL OF PETITION TO NCDOT FOR ROAD ADDITION TAYLORS WAY**

On a motion by Vice-Chair Horton and second by Com. Douglas, the Board unanimously approved the request for the Petition for Road Addition for Taylors Way to be forwarded to NCDOT as presented by Clerk Fleetwood.

**TAX FORECLOSURE UPSET BID – ADELAIDE VAUGHAN HEIRS PROPERTY PIN#S 5993-91-1315, 5993-91-1289 & 5993-91-2045**

On a motion by Com. Lassiter and second by Com. Douglas, the Board unanimously approved to readvertise the Tax Foreclosure Upset Bid on the Adelaide Vaughan Heirs Property PIN#s 5993-91-1315 & 5993-91-1289 (\$5,945.00) and 5993-91-2045 (\$3,740.00) as presented by Attorney Charles Revelle, III.

**CONVENING AS THE BOARD OF THE HERTFORD COUNTY NORTHERN RURAL WATER DISTRICT REQUEST APPROVAL OF WATER PURCHASE CONTRACT (TOWN OF MURFREESBORO & HERTFORD COUNTY NORTHERN RURAL WATER DISTRICT)**

On a motion by Com. Douglas and second by Vice-Chair Horton, the Board unanimously approved to leave the Regular meeting and enter into the Northern Rural Water District.

On a motion by Vice-Chair Horton and second by Com. Lassiter, the Board unanimously approve the Water Purchase Contract (Town of Murfreesboro & Hertford County Northern Rural Water District) as presented by Manger Williams and Attorney Revelle.

On a motion by Com. Lassiter and second by Com. Douglas, the Board unanimously approved to adjourn the Hertford County Northern Rural Water District meeting and reconvene to the Regular Session.

**INVOLUNTARY COMMITMENT TRANSPORTATION PLAN MEMORANDUM OF TRANSPORTATION AGREEMENT & REQUEST APPROVAL OF RESOLUTION ADOPTING A TRANSPORTATION PLAN TO TRANSPORT RESPONDENTS IN VOLUNTARY COMMITMENT PROCEEDINGS**

On a motion by Vice-Chair Horton and second by Com. Douglas, the Board unanimously approved the Involuntary Commitment Transportation Plan Memorandum of Transportation Agreement & Resolution Adopting A Transportation Plan to Transport Respondents in Voluntary Commitment Proceedings as presented by Attorney Revelle.

**REQUEST APPROVAL - VETERAN'S ADVISORY COUNCIL BY-LAWS AMENDMENT**

On a motion by Com. Douglas and second by Com. Lassiter, the Board unanimously approved the Veteran's Advisory Council By-Laws Amendment to the first line of Article V – Membership to read “The Council consists of 8 members who shall be selected by the following categories:” as presented by Chair Gatling.

**APPROVAL OF SALE OF R. L. VANN PROPERTY**

On a motion by Com. Lassiter and second by Vice-Chair Horton, the Board unanimously approved the Sale of R. L. Vann Property to the R. L. Vann Community Resource Center, Inc., for \$500.00 as presented by Attorney Revelle, following the expiration of the upset bid period, with no upset having been filed.

**COUNTY MANAGER'S COMMENTS**

County Manager Williams advised the Board that the USDA Application for Federal Assistance is 98% completed.

**COMMISSIONERS' COMMENTS**

There were no comments from Vice-Chair Horton, Com. Lassiter and Com. Mitchell.

Com. Douglas thanked everyone for attending the meeting.

Chairman Gatling shared that the new date for the Halloween Fun Festival is October 19, 2019 and encouraged local agencies in the county to participate.

## **CLOSED SESSION**

On a motion by Com. Lassiter and a second by Com. Douglas, the Board unanimously approved to move to Closed Session as allowed under G.S. 143-318.11 (a) (3) to consult with the County Attorney.

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

On a motion by Com. Douglas and a second by Vice-Chair Horton, the Board voted unanimously to return to Regular Session.

On a motion by Com. Lassiter and a second by Com. Douglas, the Board voted unanimously that Hertford County chooses to remain in the "Negotiation Class" for the In re: National Prescription Opiate Litigation MDL No. 2804 (Northern District of Ohio), and Hertford County specifically does not opt out of said class.

On a motion by Com. Lassiter and a second by Com. Douglas, the Board voted unanimously to approve the County Manager Job Description with the Clerk inserting the necessary language as follows:



### **County Manager Job Description**

#### **General Statement of Duties**

Performs management, professional, and administrative duties as the Chief Executive Officer (CEO) for the County.

#### **Distinguishing Features of the Class**

An employee in this class manages, directs, supervises, and implements the goals and objectives of the Board of County Commissioners, who are elected by the citizens. Services provided are accomplished through department heads or other elected and/or appointed officials who are accountable for daily operational details. Duties include short and long range planning, budgetary direction and guidance, personnel responsibilities, capital improvements planning, and working closely with the Board on major initiatives and priorities. The employee must utilize independent judgment and initiative in planning and directing the fiscal control system and personnel systems and providing guidance to the Board in administrative matters. Work is performed in accordance with established local government finance procedures, local ordinances, and the North Carolina Statutes. Work is performed under the general direction of the Chairman of the Board and Board members and is evaluated through conferences, reports, records, the effectiveness of legal compliance with applicable statutes, and by public satisfaction with services provided.

#### **Duties and Responsibilities**

##### **Essential Duties and Tasks**

Manages and/or coordinates the mission of County government through the department heads or other elected or appointed officials; works with them to establish long and short range goals and assure effectiveness and efficiency of services provided.



Coordinates and works with the Chairman and Board of County Commissioners on planning and policy development for County services; develops agendas for Board meetings; and assures resources and supporting documentation for actions taken.

Develops and reviews the Capital Improvement Plan for facilities, including the County, Roanoke Chowan Community College, and the Hertford County Public Schools.

Coordinates proposed economic development projects, working with the county attorney, the economic development officer, the tax administrator, and municipalities as appropriate.

Serves as Budget Officer and Budget Developer for the County; balances budget, seeks innovative and creative methods of financing, and makes professional and reasonable recommendations for expenditures of County funds; assures proper and timely investment of County's funds.

Provides professional and technical advice to the Board on policy, planning, and legal matters; researches and makes recommendations to the Board on new programs, services, and initiatives.

Coordinates and works with department heads or other elected or appointed officials in assuring policies, laws, and ordinances are workable, enforced, and fairly implemented.

Meets with community groups, citizens, and other public agencies (State, EPA, State Treasurer, etc.) about specific programs, services, policies, and other issues as needed.

Cooperates with other governmental units as necessary to provide professional and effective services to the citizens (State, County, Cities and towns etc.).

Demonstrates leadership and sound decision-making skills in emergency and controversial situations.

Submits periodic progress reports, annual status of goals achieved, financial statements and other reports to the Board.

#### Additional Job Duties

Responds to numerous questions regarding the phases of government operations from both staff and general public.

Performs special projects and does research for Board information.

Performs related duties as required.

#### Recruitment and Selection Guidelines

##### Knowledge, Skills, and Abilities

Thorough knowledge of North Carolina General Statutes and of local ordinances governing the responsibilities of the County Manager, Board of Commissioners, and other public officials.

Thorough knowledge of methods and techniques for developing local policies and ordinances regarding all governmental operations.

Thorough knowledge of the principles and practices of public finance administration, including principles and practices of fiscal accountability.

Considerable knowledge of laws, policies, and current practices in a variety of phases of county administration including budget, personnel, purchasing, utilities, planning and other functional areas.

Ability to plan, project, and determine priorities for service delivery to citizens.

Ability to exercise sound judgment in making decisions in conformance with laws, regulations and policies.

Ability to manage, direct, monitor, and evaluate department heads and other employees.

Ability to coordinate and direct a wide variety and array of County services through department heads, other staff support positions, and/or other elected or appointed officials.

Ability to develop and maintain an effective working relationship with other governmental jurisdictions, the Board of Commissioners, elected and appointed officials, community groups, employees, and the general public.

Ability to communicate effectively in oral and written forms.

##### Desirable Education and Experience

A Bachelor's Degree in a related field with an extensive background in local government; or a Master's Degree in Public or Business Administration, Public Policy, Finance, Economics, or a related field and experience in local government or an equivalent amount of education, training and experience in local government management. Must have seven or 10 years of progressively responsible experience in county or municipal government at an executive level.

##### Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift objects.

Must possess the visual acuity to prepare and analyze data and figures, do extensive reading, and perform visual inspections.

Hertford County residency required.

On a motion by Com. Lassiter and a second by Vice-Chair Horton, the Board voted unanimously to recess the Regular Meeting until 2:00 pm.

Chairman Ronald J. Gatling called the reconvened recessed meeting to order at 2:02 pm.

On a motion Com. Mitchell and a second by Com. Lassiter, the Board voted unanimously to move to Closed Session for the purpose of considering personnel.

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

On a motion by Vice-Chair Horton, and second by Com. Douglas, the Board voted unanimously to return to Regular Session.

On a motion by Vice-Chair Horton, and second by Com. Douglas, the Board voted unanimously to adjourn the meeting.