

**MINUTES
REGULAR MEETING
HERTFORD COUNTY BOARD OF COMMISSIONERS
MULTI-PURPOSE ROOM - JUDICIAL CENTER
Monday, May 4, 2020
9:00 AM**

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

Also Present with the Board: Mr. David B. Cotton, Interim County Manager, Dr. Renee Fleetwood, Clerk to the Board, Mr. Charles L. Revelle, III, County Attorney

Chairman Ronald J. Gatling called the meeting to order at 9:00 a.m. and provided the Invocation.

APPROVAL OF APRIL 20, 2020 MEETING MINUTES

On a motion by Com. Mitchell and second by Com. Lassiter, the Board unanimously approved the April 20, 2020 Regular Meeting Minutes.

REQUEST APPROVAL OF AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2019-2020 AMENDMENTS #19, #20, #21, & #22

On a motion by Com. Mitchell and second by Com. Lassiter, the Board unanimously approved Hertford County Budget Ordinance Fiscal Year 2019-2020 Amendment #19 to reallocate the budget for Longevity/Christmas bonus payments.

On a motion by Com. Mitchell and second by Com. Lassiter, the Board unanimously approved Hertford County Budget Ordinance Fiscal Year 2019-2020 Amendment #20 for longevity and Christmas bonus payments totaling \$6,357.

On a motion by Com. Mitchell and second by Com. Lassiter, the Board unanimously approved Hertford County Budget Ordinance Fiscal Year 2019-2020 Amendment #21 for Solid Waste revenues and expenditures due to hail storm in Murfreesboro early in Fiscal Year 2020 totaling \$60,000.

On a motion by Com. Mitchell and second by Com. Lassiter, the Board unanimously approved Hertford County Budget Ordinance Fiscal Year 2019-2020 Amendment #22 for discretionary funding for New Direction and Second Chance counts programs plus the 10% match from Hertford County totaling \$12,750.

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

Per section 8 of the Hertford County Budget Ordinance Fiscal Year 2019-2020, the following budget transfers have been approved by the Budget Officer:

EXPENDITURE:

Department	Account Number		Account Description	Amount Increase	Amount Decrease
Contingency	109900	599101	Salary Contingency		81,215
Governing Body	104110	512100	FT Salaries	1,325	
	104110	518100	FICA	101	
Administration	104120	512100	FT Salaries	1,817	
	104120	518100	FICA	139	
	104120	518200	Retirement	144	
Human Resources	104121	512100	FT Salaries	108	
	104121	518100	FICA	8	
Finance	104130	512100	FT Salaries	217	
	104130	518100	FICA	17	
Tax Assessor	104140	512100	FT Salaries	2,600	
	104140	518100	FICA	199	
	104140	518200	Retirement	235	
Tax Collector	104145	512100	FT Salaries	1,708	
	104145	518100	FICA	131	
	104145	518200	Retirement	144	
Elections	104150	512100	FT Salaries	1,054	
	104150	518100	FICA	81	
	104150	518200	Retirement	90	
Register of Deeds	104160	512100	FT Salaries	1,508	
	104160	518100	FICA	115	
	104160	518200	Retirement	126	
Land Records	104170	512100	FT Salaries	708	
	104170	518100	FICA	54	
	104170	518200	Retirement	54	
Sheriff	104180	512100	FT Salaries	10,208	
	104180	518100	FICA	810	
	104180	518200	Retirement	847	
	104180	512600	PT Salaries	379	
Detention Center	104190	512100	FT Salaries	7,824	
	104190	518100	FICA	603	
	104190	518200	Retirement	560	
	104190	512600	PT Salaries	54	
Emergency Mgt	104200	512100	FT Salaries	908	
	104200	518100	FICA	69	
	104200	518200	Retirement	72	
EMS	104205	512100	FT Salaries	5,116	

	104205	518100	FICA	416
	104205	518200	Retirement	325
	104205	512600	PT Salaries	325
E-911	104206	512100	FT Salaries	2,891
	104206	518100	FICA	225
	104206	518200	Retirement	154
	104206	512600	PT Salaries	54
Animal Control	104210	512100	FT Salaries	217
	104210	518100	FICA	17
Inspections	104230	512100	FT Salaries	217
	104230	518100	fica	17
Public Bldgs	104260	512100	FT Salaries	1,750
	104260	518100	fica	167
	104260	518200	Retirement	99
	104260	512600	PT Salaries	433
Veterans	104270	512100	FT Salaries	400
	104270	518100	FICA	35
	104270	518200	Retirement	36
	104270	512600	PT Salaries	54
Soil Conservation	104280	512100	FT Salaries	1,108
	104280	518100	FICA	85
	104280	518200	Retirement	90
IT	104370	512100	FT Salaries	108
	104370	518100	FICA	8
Aging	104380	512100	FT Salaries	2,308
	104380	518100	FICA	197
	104380	518200	Retirement	199
	104380	512600	PT Salaries	271
DSS Admin	104410	512100	FT Salaries	19,474
	104410	518100	FICA	1,490
	104410	518200	Retirement	1,553
Solid Waste	624690	512100	FT Salaries	2,225
	624690	518100	FICA	261
	624690	518200	Retirement	172
	624690	512600	PT Salaries	1,191
Northern Water	654700	512100	FT Salaries	1,164
	654700	518100	FICA	89
	654700	518200	Retirement	95
Southern Water	664710	512100	FT Salaries	961
	664710	518100	FICA	78
	664710	518200	Retirement	67
	664710	512600	PT Salaries	54

To reallocate budget for Longevity/Christmas Bonuse payments

 01.12.2020
 Budget Officer Date

Date Posted _____
 Amendment # 19

**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
Transfers	620117-449500	Transfer from General Fund	\$3,849	
Transfers	650118-449500	Transfer from General Fund	\$ 1,349	
Transfers	660119-449500	Transfer from General Fund	\$ 1,160	
Total Changes in Revenue			\$ 6,357	\$ -

Net Change in Revenue	\$6,357
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Transfers	109500-596200	Transfer to Solid Waste Fund	\$ 3,849	
Transfers	109500-569500	Transfer to Northern Water Fund	\$ 1,349	
Transfers	109500-596600	Transfer to Southern Water Fund	\$ 1,160	
Total Changes in Expenditures			\$ 6,357	\$ -

Net Change in Expenditures	\$6,357
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Explanation:

To budget for Longevity and Christmas Bonus payments


 Finance Director Date 01.22.2020

Amendment # 20
 Approved: _____
 Posted: _____

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
Solid Waste	620117-444000	Tipping Fee - Commercial	\$ 60,000.00	
Total Changes in Revenue			\$60,000.00	\$ -

Net Change in Revenue	\$60,000.00
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Solid Waste	624690-569011	Contracted Services Tipping	\$ 60,000.00	
Total Changes in Expenditures			\$ 60,000.00	

Net Change in Expenditures	\$60,000.00
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Explanation:

To budget for Revenues and Expenditures due to hail storm in Murfreesboro early in Fiscal Year 20


 Interim Finance Director

04.23.2020
 Date

Amendment # 21
 Approved: _____
 Posted: _____

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
DJJD	100060-413900	DJJD	\$ 12,750.00	
		Total Changes in Revenue	\$12,750.00	0.00

Net Change in Revenue	\$ 12,750.00
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
New Direction	104340-560201	New Direction	\$ 13,200.00	
Second Chance Counts	104340-560100	Second Chance Counts	\$ 825.00	
Contingency	109900-599101	Contingency		1,275.00
		Total Changes in Expenditures	\$ 14,025.00	

Net Change in Expenditures	\$ 12,750.00
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Explanation:

To Budget for discretionary funding for New Direction and Second Chance counts programs plus the 10% match from Hertford County

Amendment # 22
 Approved: _____
 Posted: _____


 Interim Finance Director

04.23.2020
 Date

REQUEST FOR APPROVAL TO ADVERTISE CURRENT & UPCOMING BOARD VACANCIES

On a motion by Com. Mitchell and second by Vice-Chair Horton, the Board unanimously approved the request to Advertise Current and Upcoming Board vacancies.

REQUEST APPROVAL OF COVID-19 PUBLIC HEALTH INFORMATION SHARING AGREEMENT

On a motion by Com. Mitchell and second by Com. Lassiter, the Board unanimously approved the Covid-19 Public Health Information Sharing Agreement.

**AGREEMENT
BETWEEN
ALBEMARLE REGIONAL HEALTH SERVICES
AND
COUNTY 911/ PSAP AGENCY**

This Agreement (the "Agreement") is entered into this 4th day of May, 2020 ("Effective Date"), by and between Albemarle Regional Health Services, a Public Health Department ("Health Department"), and COUNTY 911/ PSAP Agency ("County").

Background:

WHEREAS, the Health Insurance Portability and Accountability Act ("HIPAA") allows a covered entity to share the name and other identifying information of an individual who has been infected with, or under investigation for exposure to the virus SARS-CoV-2, or the disease caused by the virus, Coronavirus Disease 2019, or COVID-19 ("COVID Patient"), with law enforcement, paramedics, other first responders, and public health authorities without an individual's authorization, as set forth in 45 CFR 164.512(b)(1)(iv) and 45 CFR 164.512(j)(1) ("COVID Patient Data");

WHEREAS, the parties believe that for the health, safety and welfare of COVID Patients and the first line responders, that Health Department disclose COVID Patient Data to County without an individual's authorization, when County's first line responders may be at risk of infection or when such disclosure is necessary to prevent or lessen a serious and imminent threat to the health and safety of the first line responders, COVID Patients, or to the public; and

WHEREAS, the parties wish to utilize secure electronic mail or other secure reporting platform, to report the COVID Patient Data to County.

NOW, THEREFORE, in consideration of the promises, the mutual agreements and covenants herein contained, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto do hereby agree as follows:

1. Term and Termination. The term of this Agreement shall begin on the Effective Date and shall terminate the sooner of December 31, 2020 or fifteen (15) days following the abatement of the COVID-19 state public health emergency. Additionally, either party may terminate this Agreement by providing the other party fifteen (15) days written notice of its desire to terminate.
2. Notification of COVID Patient(s). When a lab confirmed patient has been identified and confirmed as a resident of the County, the Health Department shall notify the county's 911 Administrator of the new COVID Patient(s) that have been reported to Health Department from healthcare providers. For each COVID Patient, the COVID Patient Data shall include:
 - Address
3. Access to COVID Patient Data. Health Department shall provide the County with access to COVID Patient Data through secure electronic mail or other secure reporting platform, which is mutually agreeable to the parties.
4. Use of COVID Patient Data. The County agrees to use/ handle the COVID Patient Data as outlined:

IN WITNESS WHEREOF, the parties have hereunto caused their corporate names to be signed and corporate seal to be affixed by their duly authorized officers as of the day and date first set forth above.

Henrico COUNTY

ALEMARLE REGIONAL HEALTH SERVICES

By: _____
Name: _____
Title: Chair, County Commissioners

By: _____
Name: R. Battle Betts, Jr.
Title: Health Director

By: _____
Name: _____
Title: County Manager

By: _____
Name: _____
Title: County Attorney

By: _____
Name: _____
Title: EM Director

REQUEST APPROVAL OF PARKING LOT COVER EXPENSES (KING STREET & TRYON STREET)

On a motion by Com. Mitchell and second by Vice-Chair Horton, the Board unanimously approved the Parking Lot Cover Expenses at the corner of King Street and Tyron Street totaling \$12,808 for ABC stone or \$9,677 for slag.

CAROLINE ASKEW TAX FORECLOSURE LOT PIN# 5992-58-3910

On a motion by Com. Mitchell and second by Com. Douglas, the Board unanimously approved to notify POS Investments, LLC via US Mail that they have until May 18, 2020 to follow through on their Board approved \$12,800 purchase price for the Caroline Askew Tax Foreclosure Lot, PIN # 5992-58-3910, or forfeit their bid deposit of \$640.00.

The Board also requested Attorney Revelle to provide written procedure for bid forfeitures on tax foreclosed property conveyances for Board consideration.

REQUEST APPROVAL OF PLAQUE PURCHASES FOR NEWLY CONSTRUCTED BUILDINGS

On a motion by Com. Mitchell and second by Com. Lassiter, the Board unanimously approved the Plaque Purchase for Newly Constructed Buildings totaling \$4,916.00 as presented by Mr. Mike Bradley, Hertford County Facilities Manager.

DESIGNATED BOARD ASSIGNMENT (PEANUT BELT RPO)

On a motion by Vice-Chair Horton and second by Com. Mitchell, the Board unanimously approved the request to release Com. William F. Mitchell, Jr. from his assignment as the alternate member on the Peanut Belt RPO (TAC) and appointed Com. Andre` Lassiter to serve as the alternate member.

INTERIM COUNTY MANAGER'S COMMENTS

Interim County Manager David B. Cotton made the following comments:

- 1) discussions with department heads have been scheduled for the next two weeks
- 2) he has obtained detailed information for USDA vehicles for Sheriff's Office
- 3) expecting addition information regarding the \$350 million from Federal Government funds are being considered for tier one counties
- 4) assured the Board that he is working to present a fiscally sound and conservative budget for FY 2021.

Chairman Gatling announced that the Budget Workshop will be on Monday, May 18, 2020, at 3 pm.

On a motion by Com. Mitchell and second by Com. Lassiter, the Board unanimously approved to leave Regular session and convene as the Board of Equalization and Review.

MEETING OF BOARD OF EQUALIZATION & REVIEW

Tax Assessor Brock reported that there had been one taxpayer appeal filed to date, and there was no other business to come before the Board.

On a motion by Com. Mitchell and second by Com. Lassiter, the Board of Equalization and Review unanimously approved to adjourn the Hertford County Board of Equalization and Review for FY 2020, with the exception of hearing taxpayer appeals that were filed prior to Monday, May 4, 2020, at 9:00 a.m.

On a motion by Com. Mitchell and second by Com. Lassiter, the Board of Equalization and Review unanimously approved to recess until Monday, June 1, 2020 at 9:20 a.m.

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

COMMISSIONERS' COMMENTS

The Board made the following comments:

Com. Douglas and Com. Mitchell had no comments.

Com. Lassiter inquired as to the morale of employees in view of COVID-19 and what recommendations Manager Cotton had in mind for rewarding employees.

Interim Manager Cotton shared that employees are fatigued with the unknown but doing well and thankful they are employed. He also recommended that County offices remaining closed, except for appointments, and a thank you picnic/cookout after the pandemic is over would be great ways to reward employees.

Vice-Chair Horton stated he was glad employees were all well and suggested the County consider a COVID-19 Bonus Fund to show appreciation to employees.

Chairman Gatling commented on rewarding employees by reducing work hours on Fridays with no loss of pay.

CLOSED SESSION

On a motion by Com. Mitchell and second by Vice-Chair Horton, the Board unanimously approved to move to Close Session to consult with the county Attorney as allowed under NCGS § 143-318.11(a)(3).

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. Mitchell the Board unanimously approved to return to Regular Session.

On a motion by Com. Mitchell and a second by Com. Douglas, the Board unanimously approved the transfer of the Wesley Ray Stewart property, PIN 6915-55-5342, to the Town of Cofield, for no consideration, pursuant to NCGS § 160A-274.

On a motion by Com. Douglas and a second by Com. Mitchell, the Board unanimously approved the closure of county offices at 3 pm on Fridays effective through June 30, 2020.

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

Approved: May 18, 2020

Com. Ronald J. Gatling
Chairman

Dr. Renee Fleetwood
Clerk to the Board