

Minutes  
Regular Meeting  
Hertford County Board of Commissioners  
County Commissioners' Meeting Room  
Monday, June 4, 2012  
9:00 A.M.

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

Absent: Howard J. Hunter, III

Also Present with the Board: Loria D. Williams, County Manager; Charles L. Revelle, III, County Attorney; John P. Rankins, Assistant County Manager; and Shelia W. Matthews, Clerk to the Board

Chairman Curtis A. Freeman, Sr., called the meeting to order.

The invocation for the meeting was provided by Assistant County Manager John P. Rankins.

**MINUTES**

On a motion by Gatling and a second by Mitchell, the Board voted unanimously to approve the minutes of the March 19, 2012, Regular Meeting as presented.

**ABC BOARD**

Mr. Clarence Jordan, ABC Store Manager, was present to inform the Board that a new store will be built in Ahoskie. A 2,000 square foot store will be situated at the same location as the old store. They will sell out of the warehouse during construction. There is \$280,000 budgeted for this project.

Chairman Freeman requested the ABC Board to also look at the other stores in the County in the future, and Mr. Jordan responded that the Board is currently working on the aesthetics of the other stores.

Mr. Jordan informed the Commissioners that their State Conference is being held at the Grove Park Inn, but the rates exceed what is allowed in their travel policy and would have to be authorized by the Commissioners. On a motion by Mitchell and a second by Gatling, the Board voted unanimously to approve exceeding the lodging rate set forth in the travel policy of the ABC Board Travel Policy to allow the Board Members to attend the State Conference at the Grove Park Inn.

**PUBLIC HEARINGS/AGING**

On a motion by Gatling and a second by Farmer, the Board voted unanimously to set a Public Hearing on June 18, 2012, at 7:15 P.M. on the proposed Rural Operating Assistance Program (ROAP) Application as submitted by Linda Blackburn, Office of Aging Director.

**TAX**

On a motion by Gatling and a second by Mitchell, the Board voted unanimously to reappoint Tammy Eason as the Hertford County Deputy Tax Collector for a four-year term to expire on June 30, 2016, per G. S. 105-349(a).

On a motion by Gatling and a second by Mitchell, the Board voted unanimously to reappoint Gay Sumner as the Hertford County Tax Collector for a four-year term to expire on June 30, 2016, per G. S. 105-349(a).

**AGREEMENTS/TAX**

On a motion by Farmer and a second by Mitchell, the Board voted unanimously to approve the Municipal Tax Collection Agreements for the County Tax Department to collect municipal taxes for Ahoskie, Cofield, Como, Harrellsville, Murfreesboro, and Winton for one year as follows:

**NORTH CAROLINA**

**HERTFORD COUNTY**

AGREEMENT dated \_\_\_\_\_, \_\_\_\_\_, between Hertford County, herein referred to as County, and the Town of \_\_\_\_\_, North Carolina, herein referred to Town.

**WITNESSETH:**

WHEREAS, Hertford County is empowered with the authority to collect taxes from its residents pursuant to the laws of the State of North Carolina, and pursuant to directions of its Board of Commissioners;

WHEREAS, the Town of \_\_\_\_\_ is empowered with the authority to collect taxes from its residents located within its municipal limits pursuant to laws of the State of North Carolina, and pursuant to directions of its Town Council;

WHEREAS, Hertford County is equipped to collect taxes for the Town of \_\_\_\_\_ pursuant to terms herein, and this appears to be the most desirable plan for both the County and the Town;

WHEREAS, Hertford County and the Town of \_\_\_\_\_ wish to enter into an agreement whereby Hertford County will provide the service of tax collection for the Town of \_\_\_\_\_ and wish to recite the terms and conditions herein;

IN CONSIDERATION of mutual agreements and covenants contained herein Hertford County and the Town of \_\_\_\_\_ agree as follows:

**SECTION ONE**

**General Provisions – Actions of County**

Hertford County shall provide the following services for tax collection for Town:

1. Take tax list in January.
2. Compute amount of tax due the Town after receipt of the tax rate from the Town.
3. Prepare tax scroll for Town taxpayers and make this tax scroll available to Town.
4. Prepare tax statements for the Town taxpayers.
5. Mail tax statements to Town taxpayers.
6. Receive monthly list for DMV (Department of Motor Vehicles) representing all registered motor vehicles.
7. Determine and enter vehicle values monthly.
8. Determine proper tax status for vehicles monthly.
9. Compute monthly the amount of tax due based on tax rate established by Town.
10. Prepare, print and mail tax scrolls monthly to Town for town taxpayers.
11. Prepare separate tax statements monthly for each vehicle for the Town taxpayers.
12. Mail tax statements monthly to Town taxpayers.
13. Collect taxes payable to Town along with interest and penalty.
14. Mail tax receipts to Town taxpayers for taxes paid.
15. Mail second tax statements to delinquent Town taxpayers.
16. Prepare advertising list of tax liens of delinquent Town taxpayers.
17. Advertise tax liens in local newspapers.
18. Issue tax levy or garnishment for collection of delinquent Town taxpayers.
19. Submit collected taxes to Town monthly.
20. Collect motor vehicle license fees at the request of the municipality.
21. Collect street paving assessments at the request of the municipality.

**SECTION TWO**  
**General Provisions – Actions of Town**

The Town of \_\_\_\_\_ shall provide the following for tax collection by Hertford County:

1. Notify County of its annual tax rate no later than midnight of June 30 each year this agreement is in effect.
2. Review tax scroll prepared by County, and notify County to proceed with the mailing of tax statements.
3. Notify County as soon as possible when tax statements are paid to Town rather than County.
4. Pay actual cost to County for the cost of advertising tax liens in the local newspaper.
5. Adopt appropriate resolutions authorizing County officials to take actions stated herein.

**SECTION THREE**  
**Payment for Service**

For the service rendered in collection of taxes, the Town shall pay County the sum of TWO PERCENT (2%) on Real Property and ONE AND ONE-HALF PERCENT (1 1/2%) on Personal Property of the total sum collected. This sum shall be deducted each month before payment is made.

**SECTION FOUR**  
**Terms**

This agreement shall be in full force and effect for the taxable years July 1, 2012, through June 30, 2013. At the end of the taxable year 2013, the County and the Town shall evaluate the performance of each party.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

**BOARD APPOINTMENTS**

**Albemarle Regional Library Board of Trustees**

This board vacancy was advertised in error. The term expiring on June 30, 2012, is an appointment that will be made by the Town of Ahoskie, not Hertford County.

**Choanoke Public Transportation Authority**

On a motion by Mitchell and a second by Gatling, Brenda Greene was nominated to serve on the Choanoke Public Transportation Authority.

On a motion by Gatling and a second by Mitchell, the nominations were closed.

On a motion by Mitchell and a second by Greene, the Board voted unanimously to reappoint Brenda Greene for another two-year term to expire on June 30, 2014.

#### **East Carolina Behavioral Health Board**

On a motion by Mitchell and a second by Farmer, the Board voted unanimously to table making an appointment to this Board until the next meeting.

#### **Hertford County ABC Board**

On a motion by Farmer and a second by Mitchell, Lillie Owens-White was nominated to serve on the Hertford County ABC Board.

On a motion by Gatling and a second by Farmer, the nominations were closed.

On a motion by Farmer and a second by Mitchell, the Board voted unanimously to reappoint Lillie Owens-White for another three-year term to expire on June 30, 2015.

#### **Hertford County Public Health Authority Board**

Katina Eley was nominated by Commissioner Gatling, and Dr. Terry Hall was nominated by Commissioner Farmer to serve on the Hertford County Public Health Authority Board.

On a motion by Farmer and a second by Gatling, the nominations were closed.

On a motion by Gatling and a second by Mitchell, the Board voted unanimously to reappoint Katina Eley to the Hertford County Public Health Authority Board for another three-year term to expire on June 30, 2015.

On a motion by Farmer and a second by Mitchell, the Board voted unanimously to reappoint Dr. Terry Hall to the Hertford County Public Health Authority Board for another three-year term to expire on June 30, 2015.

#### **Joint Community Advisory Committee**

On a motion by Farmer and a second by Gatling; Mana Burke, Winfred Hardy, Jr., Orlanda Reed, Berna Stephens, and Melvin Lawrence were nominated to serve on the Joint Community Advisory Committee.

On a motion by Farmer and a second by Gatling, the nominations were closed.

On a motion by Farmer and a second by Gatling, the Board voted unanimously to appoint Melvin Lawrence for a one-year term to expire on June 30, 2013, and to reappoint Mana Burke, Winfred Hardy, Jr., Orlanda Reed, and Berna Stephens to the Joint Community Advisory Committee for three-year terms to expire on June 30, 2015.

#### **Medical Services Transportation Advisory Council**

On a motion by Mitchell and a second by Gatling, the Board voted unanimously to table appointments to the Medical Services Transportation Advisory Council until the next meeting. These positions must be representatives from rescue squad, hospital, nursing home, etc.

### **Parks & Recreation Advisory Commission**

On a motion by Mitchell and a second by Farmer, the Board voted unanimously to reappoint Ronald Gatling to the Parks & Recreation Advisory Commission for a three-year term to expire on June 30, 2015.

On a motion by Mitchell and a second by Farmer, the Board voted unanimously to reappoint Tina Pritchard to the Parks & Recreation Advisory Commission for a three-year term to expire on June 30, 2015.

All other appointments/reappointments will be handled at the next meeting.

### **Region Q Workforce Development Board**

On a motion by Gatling and a second by Farmer; J. Wendell Hall, Charles Reynolds, Quinton Turman, Howard Hunter, III, and Melvin Lawrence were nominated to serve on the Region Q Workforce Development Board.

On a motion by Farmer and a second by Mitchell, the nominations were closed.

On a motion by Gatling and a second by Farmer, the Board voted unanimously to reappoint J. Wendell Hall, Charles Reynolds, and Quinton Turman to the Region Q Workforce Development Board for another one-year term to expire on June 30, 2013.

On a motion by Gatling and a second by Mitchell, the Board voted unanimously to reappoint Howard Hunter, III, to the Region Q Workforce Development Board for another one-year term to expire on June 30, 2013.

On a motion by Farmer and a second by Mitchell, the Board voted unanimously to appoint Melvin Lawrence to the Region Q Workforce Development Board for a one-year term to expire on June 30, 2013.

### **R-CCC Board of Trustees**

On a motion by Mitchell and a second by Farmer, Lillie Owens-White was nominated to serve on the R-CCC Board of Trustees.

On a motion by Gatling and a second by Farmer, the nominations were closed.

On a motion by Mitchell and a second by Farmer, the Board voted unanimously to reappoint Lillie Owens-White to the R-CCC Board of Trustees for another four-year term to expire on June 30, 2016.

Commissioner Gatling questioned how the Commissioners can appoint these other good applicants to serve on boards. He doesn't want the citizens to think they are being overlooked. At this point, the County Attorney explained the term limit provision that was included in the recently adopted resolution allowing the Commissioners the ability to waive term limits.

The Clerk to the Board was instructed to check term limits of current expiring members and report back at the next meeting.

Chairman Freeman discussed the recently adopted procedure for board appointments/reappointments. He had received several calls about reapplying for boards. He questioned whether current board members have to reapply or could they just send a letter asking for reappointment.

On a motion by Gatling and a second by Farmer, the Board voted unanimously to allow for a letter (versus application) from sitting board member requesting reappointment and a letter in favor of reappointment from the Director/Chair of that board.

### **COMMISSIONERS**

On a motion by Gatling and a second by Mitchell, the Board voted unanimously to appoint Howard Hunter, III, as the voting delegate at the NACo Annual Conference being held in Alleghany County, PA, in July.

### **COUNTY MANAGER'S UPDATE/TUNIS SEWER PROJECT**

Loria D. Williams, County Manager, shared a letter to USDA Rural Development requesting an extension for the Tunis Sewer Project.

### **COMMISSIONERS' COMMENTS**

- Chairman Freeman expressed his desire for the Chairman of the ABC Board to be appointed on an annual basis.

On a motion by Farmer and a second by Gatling, the Board voted unanimously to appoint a Chairman to the ABC Board yearly. The Board will wait until everyone is present to appoint an ABC Board Chairman for the next year.

- Commissioner Gatling apologized for missing the last meeting

### **COUNTY ATTORNEY**

Charles L. Revelle, III, County Attorney, introduced Mrs. Maria Jones, a new law partner at Revelle and Lee.

On a motion by Gatling and a second by Mitchell, the Board voted unanimously to recess Regular Session to go into a scheduled Closed Session as allowed under G. S. 143-318.11 (a) (3) to consult with the County Attorney and (6) to discuss personnel matters.

**CLOSED SESSION**

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

**REGULAR SESSION**

On a motion by Farmer and a second by Gatling, the Board voted unanimously to adjourn the meeting.