

**Minutes  
Reconvened Meeting  
Hertford County Board of Commissioners  
Multi-Purpose Room – Judicial Center  
Monday, June 27, 2018  
9:00 A.M.**

**Present:** Ronald J. Gatling, William F. Mitchell, Jr, and Johnnie R. Farmer

**Absent:** Curtis A. Freeman and John D. Horton

**Also Present with the Board:** Loria D. Williams, County Manager; Charles L. Revelle, III, County Attorney; Juan Vaughan, II, Assistant County Manager; and Teresa Bond, Clerk to the Board

Vice-Chairman William F. Mitchell, Jr. called the meeting to order and provided the invocation.

**BUDGET AMENDMENTS**

On a motion by Com. Gatling and a second by Com. Farmer, the Board voted unanimously to approve Hertford County Budget Amendment #36 for Solid Waste increase in cost for scrap tire disposal as presented by Sandy Pittman, Finance Director.

<b>AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2017-2018</b>				
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, 2018:				
<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>
Solid Waste Fund	620117-449562	Fund Balance Appropriated	\$ 25,000	
	<b>Total Changes in Revenue</b>		<b>\$ 25,000</b>	<b>\$ -</b>
		<b>Net Change in Revenue</b>	<b>\$25,000</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>
Solid Waste Fund	624690-569012	Scrap Tire Disposal	\$ 25,000	

	<b>Total Changes in Expenditures</b>		<b>\$ 25,000</b>	<b>\$ -</b>
		<b>Net Change in Expenditures</b>	<b>\$25,000</b>	
<b>Explanation:</b>				
Increase in cost for scrap tire disposal.				
			Amendment #	36
			Approved:	
			Posted:	
Finance Director	Date			

On a motion by Com. Gatling and a second by Com. Farmer, the Board voted unanimously to convene as the Boards of the Hertford County Northern and Southern Rural Water Districts.

On a motion by Com. Gatling and a second by Com. Farmer, the Board voted unanimously to approve Hertford county Budget Amendment #1 to budget additional USDA Funding as presented by Sandy Pittman, Finance Director.

<b>AMENDMENT TO HERTFORD COUNTY CAPITAL PROJECT ORDINANCE</b>				
<b>NORTHERN WATER DISTRICT SYSTEM IMPROVEMENT PROJECT</b>				
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 Number</b>	<b>Account Description</b>	<b>Amount Increase</b>	<b>Amount Decrease</b>
Revenue	400113-439600	USDA - Grant	\$ 40,000	
	400113-439602	USDA - Loan	\$ 125,000	
	<b>Total Changes in Revenue</b>		<b>\$ 165,000</b>	<b>\$ -</b>
		<b>Net Change in Revenue</b>	<b>\$165,000</b>	
<b>EXPENDITURE:</b>				
	<b>Account Number</b>	<b>Account Description</b>	<b>Amount Increase</b>	<b>Amount Decrease</b>
Expense	404630-	Construction	\$	

	569017		165,000	
	<b>Total Changes in Expenditures</b>		<b>\$ 165,000</b>	<b>\$ -</b>
		<b>Net Change in Expenditures</b>	<b>\$165,000</b>	
<b>Explanation:</b>				
			Amendment #	1
			Approved:	
			Posted:	
Finance Director	Date			

On a motion by Com. Farmer and a second by Com. Gatling, the Boards voted unanimously to approve the Resolution Authorizing an Interfund Loan to the Northern Water District System Improvement Project Fund from the Southern Rural Water District Fund.

**RESOLUTION AUTHORIZING AN INTERFUND LOAN TO THE NORTHERN WATER DISTRICT SYSTEM IMPROVEMENT PROJECT FUND FROM THE SOUTHERN WATER DISTRICT FUND**

**WHEREAS**, Hertford County Northern Water District expects to receive \$1,359,000 in grant and loan funding from USDA Rural Development to fund the System Improvement Project; and

**WHEREAS**, USDA funding is processed on a reimbursement basis and interim funding will be necessary to proceed with the project prior to receipt of said funding; and

**WHEREAS**, a sufficient amount of money is available in the Southern Water District Fund to provide an interfund loan of up to \$1,359,000 to the Northern Water District System Improvement Project Fund; and

**WHEREAS**, the interfund loan will not have an adverse impact on the financial condition of the Southern Water District Fund; and

**WHEREAS**, issuance of the loan constitutes temporary short term financing with no interest; and

**WHEREAS**, the loan is to be repaid upon receipt of USDA funds; and

**WHEREAS**, this resolution shall become effective upon adoption.

**NOW, THEREFORE, BE IT RESOLVED** by the Hertford County Board of Commissioners and duly adopted this 27<sup>th</sup> day of June, 2018.

\_\_\_\_\_  
William F. Mitchell, Jr., Vice Chairman  
Hertford County Board of Commissioners

**ATTEST**

\_\_\_\_\_  
Teresa Bond, Clerk to the Board

On a motion by Com. Gatling and second by Com. Farmer the Board voted unanimously to adjourn Hertford County Northern & Southern Rural District and return to Regular Session.

On a motion by Com. Farmer and a second by Com. Gatling, the Board voted unanimously to approve a Resolution for the Creation of a New Fund per Restricted Fund

Agreement Related to Hertford County Public Health Authority Sale of Home Health Services as presented by Sandy Pittman, Finance Director.

**RESOLUTION FOR CREATION OF NEW FUND  
PER RESTRICTED FUND AGREEMENT RELATED TO  
HERTFORD COUNTY PUBLIC HEALTH AUTHORITY  
SALE OF HOME HEALTH SERVICES**

**WHEREAS**, Hertford County has entered into a Restricted Fund Agreement with Liberty Homecare VII, LLC; and

**WHEREAS**, Hertford County has agreed to establish a fund for the purpose of securing the indemnification obligations, if any, of the seller; and

**WHEREAS**, any investment earnings on the account shall be the property of the County and shall not be deposited into the fund; and

**WHEREAS**, the County shall be permitted to close the fund and remove any remaining funds twelve months after the closing; and

**WHEREAS**, the amount to be deposited into the fund is \$25,000 (twenty-five thousand dollars); and

**WHEREAS**, this resolution shall become effective upon adoption.

**NOW, THEREFORE, BE IT RESOLVED** by the County of Hertford that the Home Health Services Fund be created and duly adopted this 27<sup>th</sup> day of June, 2018.

\_\_\_\_\_  
William F. Mitchell, Jr., Vice Chairman  
Hertford County Board of Commissioners

**ATTEST**

\_\_\_\_\_  
Teresa Bond, Clerk to the Board

On a motion by Com. Farmer and a second by Com. Gatling, the Board voted unanimously to approve a Resolution Authorizing Hertford County to Engage in Electronic Payments as presented by Sandy Pittman, Finance Director.

**RESOLUTION AUTHORIZING HERTFORD COUNTY  
TO ENGAGE IN ELECTRONIC PAYMENTS  
AS DEFINED BY G.S.159-28**

**WHEREAS**, it is the desire of the Hertford County Board of Commissioners that Hertford County is authorized to engage in electronic payments as defined by G.S. 159-28; and

**WHEREAS**, it is the responsibility of the Finance Officer to adopt a written policy outlining procedures for pre-auditing obligations that will be incurred by electronic payments as required by NC Administrative Code 20 NCAC 03 .0409; and

**WHEREAS**, it is the responsibility of the Finance Officer to adopt a written policy outlining procedures for disbursing public funds by electronic transaction as required by NC Administrative Code 20 NCAC 03 .0410; and

**WHEREAS**, this resolution shall take effect immediately upon its passage.

**NOW**, the e Hertford County Board of Commissioners:

**Section 1.** Authorizes Hertford County to engage in electronic payments as defined by G.S. 159-28;

**Section 2.** Authorizes the Finance Officer to adopt a written policy outlining procedures for pre-auditing obligations that will be incurred by electronic payments as required by NC Administrative Code 20 NCAC 03 .0409 (Attachment A);

**Section 3.** Authorizes the Finance Officer to adopt a written policy outlining procedures for disbursing public funds by electronic transaction as required by NC Administrative Code 20 NCAC 03 .0410 (Attachment A).

**NOW, THEREFORE, BE IT RESOLVED** by the Hertford County Board of Commissioners and duly adopted this 27<sup>th</sup> day of June, 2018.

\_\_\_\_\_  
William F. Mitchell, Jr., Vice Chairman  
Hertford County Board of Commissioners

**ATTEST**

\_\_\_\_\_  
Teresa Bond, Clerk to the Board

Attachment A

Hertford County  
Electronic Payments Policy

In accordance with the resolution authorizing Hertford County to engage in electronic payments as defined by G.S. 159-28 and adopted June 27, 2018, this policy establishes guidelines relating to electronic purchases and payments to ensure proper preaudit certification of such transactions in accordance with NC Administrative Codes 20 NCAC 03 .0409 and 20 NCAC 03 .0410 .

1. All credit card purchases require prior approval via Purchase Order or Pre-Approved Travel form. Receipts for purchases shall be immediately submitted to the Finance Department for reconciliation and payment upon receipt of the monthly statement.
2. Each department utilizing WEX (Fuel) Fleet cards will be issued a Purchase Order for the budgeted annual cost of fuel in July. Both the Finance Department and the department using the cards will review charges to the account monthly when the invoice is received.
3. Payments processed using electronic methods (including but limited to wire transfers, ACH transactions, bank transfers, etc.) require dual signatures (both signers must be authorized to per current bank resolution) and preaudit certification prior to initiation of payment.

On a motion by Com. Farmer and a second by Com. Gatling, the Board voted unanimously to approve a Resolution for Creation of a New Fiduciary Fund for the Purpose of Maintaining Cooperative Extension Trust Funds as presented by Sandy Pittman, Finance Director

**RESOLUTION FOR CREATION OF NEW FIDUCIARY FUND  
FOR THE PURPOSE OF MAINTAINING  
COOPERATIVE EXTENSION TRUST FUNDS**

**WHEREAS**, Hertford County acts as the fiduciary agent of 4-H Trust funds and Agriculture Agent Trust funds; and

**WHEREAS**, Hertford County has agreed to establish a fiduciary fund for the purpose of maintaining 4-H Trust funds and Agriculture Agent Trust funds; and

**WHEREAS**, per Governmental Accounting Standards Board (GASB) Statement No. 34, paragraph 69, fiduciary funds are used to account for resources that a government holds as an agent on behalf of an outside party that cannot be used to support the government's own programs; and

**WHEREAS**, because the funds will be held in a fiduciary fund no budgetary actions will be necessary; and

**WHEREAS**, this resolution shall become effective upon adoption.

NOW, THEREFORE, BE IT RESOLVED by the County of Hertford that the Cooperative Extension Trust Fund be created and duly adopted this 27<sup>th</sup> day of June, 2018.

\_\_\_\_\_  
William F. Mitchell, Jr., Vice Chairman  
Hertford County Board of Commissioners

ATTEST

\_\_\_\_\_  
Teresa Bond, Clerk to the Board

## **BUDGET ORDINANCE**

At this time, Loria D. Williams, County Manager/Budget Officer presented the 2018-19 Budget Ordinance where she explained the General Fund and Fee Schedules.

On a motion by Com. Gatling and a second by Com. Farmer, the Board voted unanimously to approve the following FY 2018-2019 Hertford County Budget Ordinance for a total budget of \$ 29,492,583:

### ***BUDGET ORDINANCE***

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## **HERTFORD COUNTY, NORTH CAROLINA BUDGET ORDINANCE Fiscal Year 2018-19**

**BE IT ORDAINED by the Board of Commissioners, Hertford County, North Carolina:**

**SECTION 1. Appropriations:** The following amounts are hereby appropriated for the operation and maintenance of the County's various departments, for the payment of debt service obligations, and for the capital outlay purchases during the Fiscal Year beginning July 1, 2018 and ending June 30, 2019:

### **GENERAL FUND**

#### **GENERAL GOVERNMENT**

Governing Body	102,508
Refunds	62,500
Administration	576,866
Human Resources/Risk Management	442,398
Finance Office	362,840
Tax Assessor	268,874
Tax Collection	266,307
Board of Elections	151,163
Register of Deeds	195,870
Land Records	131,045
Public Buildings & Maintenance	778,631
Court Facilities	87,797
County Attorney	78,000
Central Services – General	26,000
Central Services – Telephone	129,296
Central Services– IT	573,195

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TOTAL	4,233,290
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**PUBLIC SAFETY**

Sheriff's Department	2,071,126
Jail Department	1,893,378
Emergency Management	270,641
Emergency Medical Services	1,294,639
E911 Central Communications	698,970
Animal Control	103,041
Medical Examiner	20,000
Building Inspection	127,740
Fire Departments	345,109

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TOTAL	6,824,644
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**ECONOMIC AND PHYSICAL DEVELOPMENT**

Economic Development	110,000
Planning & Zoning	136,968
Soil Conservation	130,605
Cooperative Extension	155,780

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TOTAL	533,353
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**HUMAN SERVICES**

Veterans Service	69,377
STEPS To Health Grant	1,500
Health Department	565,249
Mental Health	87,750

## BUDGET ORDINANCE

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Library	105,016
DJJ & Delinquency Prevention	117,618
ROAP Program	125,580
Aging Administration	331,578
Aging Public Assistance	393,231
DSS Administration	2,393,014
DSS Public Assistance	745,558
DSS Grants	25,958
DSS Local Funds	532,200
TOTAL	5,493,629
<b>EDUCATION</b>	
Public Schools – Current Expense	4,290,818
Public Schools – Capital Outlay	130,000
Roanoke Chowan Community College	949,474
Fines & Forfeitures	75,000
TOTAL	5,445,292
<b>DEBT SERVICE</b>	
Courthouse/County Administration	830,819
Community College Bonds	131,750
EMS Building Renovation	71,731
County Administration Office Building #1	292,225
County Administration Office Building #2	97,064
TOTAL	1,423,589
<b>SPECIAL APPROPRIATIONS</b>	
Non Profit/Community Based Organizations	127,866
<b>TRANSFER TO OTHER FUNDS</b>	
School Capital Reserve Fund	1,270,920
Revaluation Fund	<u>40,000</u>
TOTAL	1,310,920
<b>CONTINGENCY</b>	
Contingency	100,000
<b>TOTAL GENERAL FUND</b>	<b><u>25,492,583</u></b>
<b>EMERGENCY TELEPHONE SYSTEM - E911</b>	
Emergency Telephone Operations	167,977
<b>ENHANCEMENT &amp; PRESERVATION</b>	
Earmarked Funds	8,695
<b>SCHOOL RESERVE FUND</b>	
Schools Capital Outlay	1,270,920
<b>REVALUATION</b>	
Contracted Services	178,020
Fund Reserve	<u>40,000</u>
TOTAL	218,020
<b>RURAL FIRE DISTRICTS</b>	
Woodland Rural Fire Department	4,410
Ahoskie Rural Fire Department	103,200



**BUDGET ORDINANCE**

TOTAL	116,510
<b>SOLID WASTE</b>	
Solid Waste Operations	1,087,372
General Fund Cost Allocation	58,773
TOTAL	1,146,145
<b>NORTHERN RURAL WATER</b>	
Northern Water Operations	324,844
Debt Service	166,821
General Fund Cost Allocation	29,369
TOTAL	521,034
<b>SOUTHERN RURAL WATER</b>	
Southern Water Operations	603,312
Debt Service	352,529
General Fund Cost Allocation	33,027
TOTAL	988,868
<b>TUNIS SEWER DISTRICT</b>	
Sewer Operations	28,000
<b>GRAND TOTAL - ALL FUNDS - APPROPRIATIONS</b>	<b>29,958,752</b>

**SECTION 2. Revenue** It is estimated that the revenues will be available during Fiscal Year 2018-19 to finance the foregoing appropriations:

<b>GENERAL FUND</b>	
Ad Valorem Taxes	12,470,150
Old Vehicle Taxes	30,000
New Vehicle Taxes	1,116,717
Sales & Use Taxes	4,775,640
Other Taxes & Licenses	81,000
Beer & Wine Tax	70,000
Restricted Intergovernmental General	663,119
Restricted Intergovernmental Aging	311,962
Restricted Intergovernmental - DSS	2,454,064
Permits and Fees	239,000
Sales and Services	1,674,950
Investment Earnings	50,000
Miscellaneous Revenue	22,935
Transfers from Other Funds	158,169
Fund Balance Appropriated	
General Fund Balance	1,341,261
Earmarked – Soil & Water Conservation	15,599
Earmarked – Emergency Management Grant	18,017
<b>TOTAL GENERAL FUND</b>	<b>25,492,583</b>
<b>EMERGENCY TELEPHONE SYSTEM - E911</b>	
Fund Balance Appropriated	161,977
Interest Income	6,000
TOTAL	167,977
<b>ENHANCEMENT &amp; PRESERVATION</b>	
Enhancement & Preservation Revenue	8,695

**BUDGET ORDINANCE**

<b>SCHOOL RESERVE FUND</b>	
Transfer of Restricted Sales Tax from General Fund	1,270,920
<b>REVALUATION</b>	
Transfer from General Fund	40,000
Fund Balance Appropriated	178,020
	178,020
TOTAL	218,020
<b>RURAL FIRE DISTRICTS</b>	
Woodland Rural Fire Department - Ad Valorem Taxes	3,510
Woodland Rural Fire Department - Sales Tax	900
Ahoskie Rural Fire Department - Ad Valorem Taxes	83,800
Ahoskie Rural Fire Department - Sales Tax	19,400
Union Rural Fire Department - Ad Valorem Taxes	7,300
Union Rural Fire Department- Sales Tax	1,600
	1,600
TOTAL	116,510
<b>SOLID WASTE</b>	
User Fees	977,348
Restricted Intergovernmental Income	82,541
Interest Income	1,256
Fund Balance Appropriated	85,000
	85,000
TOTAL	1,146,145
<b>NORTHERN RURAL WATER</b>	
User Fees	517,910
Interest Income	3,124
	3,124
TOTAL	521,034
<b>SOUTHERN RURAL WATER</b>	
User Fees	975,557
Interest Income	13,311
	13,311
TOTAL	988,868
<b>TUNIS SEWER DISTRICT</b>	
User Fees	27,000
Interest Income	1,000
	1,000
TOTAL	28,000
<b>GRAND TOTAL - ALL FUNDS - REVENUE</b>	<b>29,958,752</b>

**SECTION 3.** Hereby levied is a tax, at the rate of \$0.84 (eighty-four cents) per one hundred dollars (\$100) valuation of property as of January 1, 2018 for the purpose of providing the revenue listed as “ad valorem taxes” in the General Fund in Section 1 of this Ordinance. The total estimated value will be \$1,624,667,688 to be taxed at a rate per one hundred dollars (\$100) of value. Real and personal property is projected to be collected at a rate of 96.0% and motor vehicles at a rate of 96.0%.

**SECTION 4.** There is hereby levied on the property tax bill for the fiscal year 2018-2019, a Solid Waste Assessment of \$150.00.

**SECTION 5.** There is hereby levied a special tax of five cents (\$.05) for the purpose of raising revenue for Fire Prevention in the Woodland Fire Service District and a four cents (\$.04) special tax for the purpose of raising revenue for Fire Prevention in the Ahoskie Rural and Union Fire Service Districts. The rate is based on one hundred (\$100) valuation of taxable property as listed January 1, 2018 in the respective Districts.

## *BUDGET ORDINANCE*

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**SECTION 6.** The Hertford County FY19 Schedule of Fees and Fines is attached and is effective July 1, 2018 through June 30, 2019.

**SECTION 7.** The County Manager is hereby authorized to accept grant funding which has been previously approved for application by the Board of Commissioners, including any local match involved. The County Manager is authorized to execute any resulting grant documents. Also, the County Manager is authorized to enter into contracts for purchases of apparatus, supplies, materials, or equipment as described in G.S. 143-129(a) up to the limits stated therein for informal bidding which are within budgeted appropriations. The County Manager is authorized to enter into routine service contracts in the normal course of county operations within budgeted appropriations. Change Orders for capital project contracts previously approved by the Board of Commissioners may be approved by the County Manager up to the informal bidding limits referred to above, provided that sufficient funding is available. All contracts authorized by this ordinance are approved for signature by the Chairman of the Board of County Commissioners, the County Manager, and/or the Clerk to the Board of Commissioners as appropriate; other department directors, including elected officials, do not have contract authorization authority. All contracts must include a preaudit certificate signed by the Finance Officer as described in G.S. 159 -28(a).

**SECTION 8.** The County Manager, as Budget Officer, is hereby authorized to transfer appropriations contained herein and to enforce policy under the following circumstances:

- a. May transfer amounts between line item expenditures within a department without limitation. These changes should not result in increases in recurring obligations such as salaries.
- b. For purchases of \$500 and above, each department head is directly responsible for determining that no county funds are obligated without first securing a purchase order from the Finance Director.
- c. The Board of Commissioners shall be responsible for allocating funds from Contingency.
- d. No salary increase shall be awarded beyond those set forth in this budget document without Commissioners' approval.
- e. Transfers between functions/funds require approval of the Board of Commissioners.
- f. No grant agreement may be requested or entered into without the prior approval of the Board of Commissioners. Copies of such grants shall be furnished to the County Manager for review prior to submission to the Board of Commissioners.

**SECTION 9.** Copies of this ordinance shall be furnished to the Budget Officer, Finance Director, Tax Assessor, and Tax Collector for direction in carrying out their duties.

This budget is prepared and adopted on a functional basis, and need not be amended unless expenditures exceed functional appropriations.

Adopted this the 27th day of June 2018.

\_\_\_\_\_  
*William F. Mitchell, Jr., Vice Chairman*  
*Hertford County Board of Commissioners*

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*Teresa Bond, Clerk to the Board*

## HERTFORD COUNTY FY19 SCHEDULE OF FEES & FINES

### WATER RATES/FEES

First 2,000 gallons (minimum) per month	\$	25.00
Each additional 1,000 gallons per month	\$	4.00
Tap-On Fee		
Residential/Commercial		
<sup>3</sup> / <sub>4</sub> in. service	\$	700.00
1 in. service	\$	800.00
Meters larger than 1 in. – additional 20%	\$	1,000.00 (Minimum)

### SEWER RATES/FEES

County Water		
First 2,000 gallons (minimum) per month	\$	47.00
Each additional 1,000 gallons over 2,000 gallons per month	\$	4.00
Well Water per month	\$	59.00
Vacant Lot Customer per month	\$	47.00

### SOLID WASTE FEES (LANDFILL)

Rural Access Fee for Transfer Station Operations Annually	\$	75.00
Rural Access Fee for Convenience Site Operations Annually	\$	75.00
Tipping Fee (per ton)	\$	76.00
Recycled Clean Shingles (per ton)	\$	38.00
Scrap Tires		
Small Tires (Car Tires)	\$	1.25
Large Tires	\$	3.00
Extra Large Tires (Tractor Tires, etc.)	\$	4.00

### BUILDING CODE ENFORCEMENT

#### Residential

New Construction/Site Built & Modular		
Remodels/Renovations (Unheated Areas per Sq. Ft.)	\$	0.15
Additions (Heated Area per Sq. Ft.)	\$	0.25
Manufactured Homes		
Single Wide	\$	100.00 (Plus Trades)
Double Wide	\$	150.00 (Plus Trades)
Triple Wide	\$	200.00 (Plus Trades)
Insulation	\$	50.00

Fuel Gas	\$ 50.00
Mechanical	
One Unit	\$ 60.00
Each Additional Unit	\$ 15.00
Electrical	\$ 50.00 (Minimum)
Per AMP	\$ 0.25
Add on Existing Service	\$ 50.00 (Minimum)
Temporary Service Pole	\$ 50.00
Plumbing	\$ 50.00 (Minimum)
One Bath & Kitchen	\$ 50.00
Each Additional Fixture	\$ 4.00
Homeowner Recovery Fund (G.S. 87-15.6)	\$ 10.00
Swimming Pools (In-Ground)	\$ 50.00 (Plus Trades)
Open Sheds	\$ 50.00
Day Care	\$ 50.00
Family Care	\$ 50.00
<u>Commercial</u>	
Plan Review	\$ 25.00
New Construction	\$50.00 Minimum or \$5.00 per \$1000
Insulation	\$50.00 Minimum or \$5.00 per \$1000
Fuel Gas	\$50.00 Minimum or \$5.00 per \$1000
Mechanical	\$50.00 Minimum or \$5.00 per \$1000
Electrical	\$50.00 Minimum or \$5.00 per \$1000
Plumbing	\$50.00 Minimum or \$5.00 per \$1000
Solar Farms	\$50.00 Minimum or \$6.00 per \$1000

Miscellaneous Fees for Residential and Commercial Permits

Re-Inspection Fee	\$ 50.00
After Hours Inspections (Per Hour)	\$ 100.00
Penalty Fees (Work without Permits)	
Licensed Contractor	\$ 250.00
Owner	\$ 100.00
Demolition	\$ 50.00
Sign (New or Replacement)	\$ 100.00
Research Fee (Per Hour)	\$ 25.00

**PLANNING & ZONING FEES**

Zoning Ordinance (Copy)	\$ 7.00
Subdivision Ordinance (Copy)	\$ 5.00
Mobile Home Park Ordinance (Copy)	\$ 5.00
Special Called Meeting	\$ 200.00
Conditional Use Permit (Initial)	\$ 75.00
Conditional Use Permit (Renewal)	\$ 25.00
Rezone/Amend the Ordinance	\$ 350.00
Appeal or Variance	\$ 75.00
Zoning Permit Application	\$ 50.00
Subdivision Application	\$ 100.00
Each Lot (Not to exceed \$900.00)	\$ 25.00

**GEOGRAPHIC INFORMATION SYSTEMS & OTHER DATA**

GIS Data DVD		\$ 300.00
Specific Layers		\$ 25.00
Countywide Color Images (Mr. SIDS)		\$ 150.00
Parcel Layer		\$ 50.00
Parcel Update Layer		\$ 25.00
GIS Webpage Generated Reports		\$ 2.00
Faxed or Emailed GIS Maps (Per Map)		\$ 1.00
County Tax Database (Excel Format)		\$ 100.00
Printed Paper Maps:		
	With Color Images	without Color Images
8.5" x 11" (Printer)	\$ 2.00	\$ 1.00
11" x 17" (Printer)	\$ 5.00	\$ 3.00
24" x 18" (Plotter)	\$15.00	\$ 7.00
24" x 36" (Plotter)	\$20.00	\$10.00
36" x 36" (Plotter)	\$25.00	\$15.00
36" x 48" (Plotter)	\$30.00	\$20.00

**EMERGENCY MEDICAL SERVICES FEES**

ALS Non-Emergency	\$ 425.00
ALS Emergency	\$ 521.90
BLS Non-Emergency	\$ 325.00
BLS Emergency	\$ 439.50
Mileage	\$ 13.96
ALS Treatment No Transport	\$ 225.00

## FIRE INSPECTION FEES

There shall be no initial fee for fire inspections of Level I, II, or III properties requiring inspection under the mandatory inspection schedule with the exception of Foster Care Homes. If violations resulted during inspection, (30) days following the initial inspection, a re-inspection will be conducted. Life Safety violations should be corrected in the given timeframe by the inspector. If all violations have been corrected or a corrective action plan is agreed upon by inspector, no fee shall be imposed. If violations have not been corrected, the following shall apply:

	\$	0.00
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### Fire Violation Re-Inspections Fees

1)1st Re-Inspection, Second Notice to Comply		50.00
2)2nd Re-Inspection, Third Notice to Comply	\$	100.00
3)3rd Re-Inspection, Final Notice to Comply	\$	150.00
4)Following issuance of (3) consecutive re-inspection fees without compliance, the operator, or other responsible person shall be cited to court for the violation of NC General Statue 14-68.	\$	200.00 Cost of Court
Foster Care Homes	\$	25.00

### **3.2.1 – Operational Permits (Required)**

Code Section	Description	
105.6.2	Amusement Buildings	\$ 50.00
105.6.4	Carnivals and Fairs	\$ 50.00
105.6.6	Combustible Dust-Producing Operations	\$ 50.00
105.6.9	Covered Mall Buildings	\$ 50.00
105.6.13	Exhibits and Trade Shows	\$ 50.00
105.6.14	Explosives	\$ 50.00



105.6.17 (6)	Install, alter, remove, or abandon flammable or combustible liquid tanks	\$ 50.00
105.6.17 (7)	Change the contents of a flammable or combustible liquid tank	\$ 50.00
105.6.17 (8)	Manufacture, process, blend, or refine flammable or combustible liquids	\$ 50.00
105.6.17 (9)	To engage in the dispensing of liquid fuels into the fuel tanks of motor vehicles at commercial, industrial, governmental, or manufacturing establishments	\$ 50.00
105.6.17 (10)	To utilize a site for the dispensing of liquid fuels from tank vehicles into the fuel tanks of motor vehicles at commercial, industrial, governmental, or manufacturing establishments	\$ 50.00
105.6.20	Fumigation and Thermal insecticidal fogging	\$ 50.00
105.6.35	Private fire hydrants removal from service, use or operation	\$ 25.00 per hydrant
105.6.36	Pyrotechnic special effects materials	\$ 50.00
105.6.41	Spraying or dipping operations	\$ 50.00
105.6.43	Temporary membrane structures, tents and canopies	\$ 25.00
	Failure to secure permit	\$ 100.00 + Permit

**3.2.2 – Construction Permits (Applies to installation of new systems and renovations to existing systems)**

<b>Code Section</b>	<b>Description</b>	
105.7.1	Automatic fire-extinguishing systems	\$ 50.00 + \$2.00 per Nozzle/Head
105.7.2	Compressed Gases	\$ 50.00
105.7.3	Fire Alarm and Detection systems and Related equipment	\$ 50.00 + \$2.00 per initiating Device
105.7.4	Fire Pumps and Related Equipment	\$ 50.00
105.7.5	Flammable and Combustible liquids	\$ 50.00
105.7.6	Hazardous Materials	\$ 50.00
105.7.7	Industrial Ovens	\$ 50.00
105.7.8	L.P. Gas Installation and Modification	\$ 50.00
	(Applies only to occupancies covered by the N.C. Fire Prevention Code)	
105.7.9	Private Fire Hydrants	\$ 25.00 per hydrant
105.7.10	Spraying and Dipping	\$ 50.00
105.7.11	Standpipe Systems	\$ 50.00 With Sprinkler System \$ 75.00 Without Sprinkler System
105.7.12	Temporary Membrane structures, tents and canopies	\$ 25.00
	Failure to secure permit	\$ 100.00 + permit

On a motion by Com. Farmer and a second by Com. Gatling, the Board voted unanimously to go to Closed Session.

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

On a motion by Com. Gatling and a second by Com. Farmer, the Board voted unanimously to pay \$12,336.03 to Sound Side for the purchase of 6 computers.

**Adjourned**