

**HERTFORD COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING  
COMMISSIONER'S CHAMBERS/MULTI-PURPOSE ROOM – JUDICIAL CENTER**

**Tuesday, January 17, 2023 - 7:00 PM**

Call

**Present:**

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

**Also Present with the Board:**

Mr. David B. Cotton, County Manager, Dr. Renee Tyler, Clerk to the Board, Attorney Charles L Revelle, III, County Attorney  
Attorney Maria Jones, Revelle & Lee

The following employees attended the meeting: Director Kimberly Turner, Director Leslie Edwards, Director Kelly Bowers, KaWania Parker, Public Information Officer, and Sheriff Dexter Hayes.

Chairman Andre` M. Lassiter, Sr. called the meeting to order and Pastor Mary Drake, Senior Pastor, Canaan Missionary Baptist, Ahoskie provided the invocation.

On a motion by Vice-Chairman William F. Mitchell, Jr. and second by Com. Leroy Douglas, the Board approved to amend the Agenda to remove Memo #10046, Request Approval of EMS Overtime Policy, and include the updated Addendum to Memo 10047, Request Approval of Board Appointment Recommendations: Hertford County Economic Development Advisory Board, Roanoke Chowan Regional Housing Authority & Redevelopment Commission, Hertford County Planning Board and Hertford County Zoning Board of Adjustment.

**CONSENT AGENDA**

On a motion by Vice-Chairman Mitchell and second by Com. Douglas, the Board approved the Consent Agenda as follows:

1. January 3, 2023 Minutes
2. Taxpayer Refunds: CoreLogic, Secure Mortgage

**\$633.49- CoreLogic Vendor #11016** Refund to CoreLogic for over payment on mortgage accounts. Taxpayers paid before mortgage company paid the bills.

**\$603.83- Secure Mortgage Vendor #14129** Refund to Secure for overpayment on mortgage accounts. Taxpayers paid before mortgage company paid the bills.

### 3. Request Approval of December 2022 Taxpayer Releases

#### MONTH ENDING December 2022

		LEVY	VALUE	TAX
AHOSKIE TOWNSHIP	NAME	YEAR	RELEASED	RELEASED
<b>Bill#0000001240-2022-2022</b> Account was charged solid waste fee twice in error.	Pearce Scott R.	2022		W01-\$95.00 W02-\$95.00
<b>Bill#0000018489-2022-2022</b> Property is not habitable or is unoccupied with no electrical service during the period of July1 through June 30 <sup>th</sup> of the taxable year.	Pearce, Richard	2022		W01-\$95.00 W02-\$95.00
<b>Bill#0000010896-2022-2022</b> Property is not habitable or is unoccupied with no electrical service during the period of July1 through June 30 <sup>th</sup> of the taxable year	Early, Joel D	2022		W01-\$95.00 W02-\$95.00
<b>Bill#0000012567-2022-2022</b> Property is not habitable or is unoccupied with no electrical service during the period of July1 through June 30 <sup>th</sup> of the taxable year	Early, Ruth Heirs	2022		W01-\$95.00 W02-\$95.00
<b>Bill#0000036898-2022-2022</b> MHI Park listed wrong owner on list. Mobile home is listed on abstract #3399 under correct owner's name.	Sanchez, Florentino	2022	4,170	G01-\$35.03 F02-\$1.67 W01-\$95.00 W02-\$95.00 LLP-\$3.50 F02LLP-\$ .17
<b>Bill#00000036660-2022-2022</b> Boat was listed twice, also on abstract#36532	Basnight, Michael	2022	28,917	G01-\$242.90 HCLLP-\$24.29 C01-\$234.23 ALLP-\$23.42
<b>Bill#0000013651-2022-2022</b> Dog came over on listing from last year in error	Harris, Liberache	2022		D01-\$5.00
<b>MURFREESBORO TOWNSHIP</b>				
<b>Bill#0000001048-2022-2022</b> Property is not habitable or is unoccupied with no electrical service during the period of July1 through June 30 <sup>th</sup> of the taxable year	Tyner, Florine	2022		W01-\$95.00 W02-\$95.00
<b>Bill#0000003825-2022-2022</b> Dogs came over on listing from last year	Garris, Marvin N	2022		D01-1-\$10.00
<b>Bill#0000009585-2022-2022</b> Property is not habitable or is unoccupied with no electrical service during the period of July1 through June 30 <sup>th</sup> of the taxable year	Monger, Elsie B.	2022		W01-\$95.00 W02-\$95.00
<b>Bill#0000000868-2022-2022</b> Dog came over on listing from last year in error	Porter, William	2022		D01-\$5.00
<b>Bill#0000008580-2022-2022</b> Dog came over on listing from last year in error	Porter, William	2022		D01-\$5.00
<b>WINTON TOWNSHIP</b>				
<b>Bill#0000000502-2022-2022</b> Taxpayer was charged dog fee on another account.(17877)	Williams, Ronald B.	2022		D01-\$15.00
<b>Bill#0000020144-2022-2022</b> Property is not habitable or is unoccupied with no electrical service during the period of July1 through June 30 <sup>th</sup> of the taxable year	Edwards, Buffy T	2022		W01-\$95.00 W02-\$95.00
<b>MANEY'S NECK TOWNSHIP</b>				

<b>Bill#000001407-2022-2022</b> Dogs were listed twice, also on abstract #12478	Burgess, William E	2022		D01-\$10.00
<b>ST. JOHN TOWNSHIP</b>				
<b>Bill#000007823-2022-2022</b> Property is not habitable or is unoccupied with no electrical service during the period of July1 through June 30 <sup>th</sup> of the taxable year	Lassiter, Jimmy R.	2022		W01-\$95.00 W02-\$95.00
<b>HARRELLSVILLE TOWNSHIP</b>				
<b>Bill#0000020449-2022-2022</b> Dog came over on listing from last year in error.	Griffin, Deborah L	2022		D01-\$5.00
<b>Bill#000003290-2021-2021</b> Taxpayer just notified our office that the equipment was sold to Kinder Morgan in July of 2020	Lease Plan USA Inc	2021	107,164	G01-\$900.18

TOTAL VALUE APPROVED THIS REPORT (2022LEVY)	\$ 33,087.00
TOTAL TAX RELEASED THIS REPORT (2022LEVY)	\$ 620.21
TOTAL VALUE APPROVED THIS REPORT (PRIOR LEVY)	\$107,164.00
TOTAL TAX RELEASED THIS REPORT (PRIOR LEVY)	\$ 900.18
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE SITE 2022)	\$ 760.00
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATON 2022)	\$ 760.00
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE SITE 2021)	\$ 0
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2021)	\$ 0

Respectfully submitted,  
Tammy H. Eason, Tax Collector

**REQUEST APPROVAL OF PROCLAMATION HONORING THE MEMORY OF PROSPINER STEWARD**

On a motion by Com. John D. Horton and second by Vice-Chair Mitchell, the Board approved the Proclamation Honoring the Memory of Prospiner Steward.

Chairman Lassiter appointed Clerk to the Board, Dr. Renee Tyler, to present the proclamation to the family of the Late Prospiner Steward on behalf of the Board.



**HERTFORD**  
C O U N T Y  
*North Carolina*

**A PROCLAMATION  
HONORING THE MEMORY OF PROSPINER STEWARD**

**WHEREAS,** Ms. Prospiner Steward, of Hertford County, passed from this life on August 17, 2022, at the age of 102; and

**WHEREAS,** Ms. Prospiner Steward was married to the late James Steward, Sr. and dedicated her life to her husband, her three children, James Steward, Jr., (Peter Rabbit) Elis Monger (Bobby Jean) and the late Cleveland Steward, Sr. (Dick), her 14 grandchildren, 42 great grandchildren and 16 great great grandchildren and mankind; and



**WHEREAS,** she loved her entire family with an unequalled devotion and was affectionately referred to as the “referee” who readily intervened and settled disputes between opposing parties and whose lovely attitude and sense of humor spread to everyone who loved her and those who cherish her memories; and

**WHEREAS,** Ms. Prospiner Steward’s legacy of love and family unity will continue to inspire her loved ones and the Hertford County community; and

**NOW, THEREFORE BE IT PROCLAIMED** that the Hertford County Board of Commissioners do hereby honor the memory of and express our deep sympathy to the Steward and Jordan family in the passing of Ms. Prospiner Steward; and

**NOW, THEREFORE BE IT FURTHER PROCLAIMED,** that the Hertford County Board of Commissioners will retain a copy of this proclamation in Board records and a copy will be given to the family of Ms. Prospiner Steward for their keeping; and

**IN WITNESS WHEREOF,** I make known to all persons in Hertford County that I do hereby set my hand, and cause the Seal of Hertford County to be affixed this 17<sup>th</sup> day of January, two thousand twenty-three.

HERTFORD COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
The Honorable Andre’ M. Lassiter, Sr., Chairman

ATTEST:

\_\_\_\_\_  
Dr. Renee Tyler, NCCCC- Clerk to the Board

**REQUEST APPROVAL OF HERTFORD COUNTY COMMISSIONERS’ SCHOLARSHIP 2023 INSTRUCTIONS**

On a motion by Com. Ronald J. Gatling and a second by Com. Douglas, the Board approved the Hertford County Commissioners’ Scholarship 2023 Instructions with an application deadline of April 3, 2023 as presented by County Manager David B. Cotton.

**PUBLIC COMMENT**

Public comments were made as follows:

- 1) Mr. Marvin Tupper Jones commented with information about Chowan Discovery’s Hertford County’s history work, civil rights markers in the County; announced that Winton Triangle Buildings exhibit will open late in March at the C.S. Brown Cultural Arts Center and Museum, along with other historical County data.
- 2) Sylvia Howard with Union Senior Club presented an appreciation card to the Board for funding senior trips and shared that the Senior Club will now begin meeting at the Gathering Place.

**REQUEST APPROVAL OF: AMENDMENT TO HERTFORD COUNTY BUDGET  
ORDINANCE FISCAL YEAR 2022-2023 AMENDMENT #S 11 AND 12**

On a motion by Com. Douglas and a second by Vice-Chairman Mitchell, the Board approved the Amendment to Hertford County Budget Ordinance Fiscal Year 2022-2023 Amendment #11 in the amount of \$3,073.00 as follows:

**AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2022-2023**

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, 2023:

**REVENUE:**

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Northern Water	650118-415500	INSURANCE CLAIMS AND REFUNDS	\$ 82	
Southern Water	660119-415500	INSURANCE CLAIMS AND REFUNDS	\$ 210	
General Fund	100100-415500	INSURANCE CLAIMS AND REFUNDS	\$ 2,781	
		<b>Total Changes in Revenue</b>	<b>\$ 3,073</b>	<b>\$ -</b>

<b>Net Change in Revenue</b>	<b>\$3,073</b>
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**EXPENDITURE:**

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Northern Water	654700-535201	MAIN AND REPAIR - VEHICLE	\$ 82	
Southern Water	664710-535201	MAIN AND REPAIR - VEHICLE	\$ 210	
Sheriff	104180-535201	MAIN AND REPAIR - VEHICLE	\$ 2,781	
		<b>Total Changes in Expenditures</b>	<b>\$ 3,073</b>	<b>\$ -</b>

<b>Net Change in Expenditures</b>	<b>\$3,073</b>
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**Explanation:**

Additional payment for Sedgewick Claim payment 4A2207M5ZDC-0001 for VIN 1772 2013 Ford F150.  
 \$291.57 (\$81.64 28% \$209.93 72%)Hit a turkey while driving.  
 Sedgewick Claim payment 4A2211FKZJV-0001 for VIN 2701 2017 Dodge Charger

Reslie A. Edwards      01-09-23  
 Finance Director                      Date

Amendment #      11  
 Approved:      \_\_\_\_\_  
 Posted:      \_\_\_\_\_

On a motion by Com. Douglas and a second by Vice-Chairman Mitchell, the Board approved the Amendment to Hertford County Budget Ordinance Fiscal Year 2022-2023 Amendment #12 in the amount of \$70,181 as follows:

**AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2022-2023**

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, 2023:

**REVENUE:**

Department	Account Number	Account Description	Amount Increase	Amount Decrease
DSS	100063-418701	LOW INCOME HOME ENERGY AS	\$ 70,181	
		<b>Total Changes in Revenue</b>	\$ 70,181	\$ -

<b>Net Change in Revenue</b>	<b>\$70,181</b>
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**EXPENDITURE:**

Department	Account Number	Account Description	Amount Increase	Amount Decrease
DSS	104440-563001	LOW-INCOME HOME ENERGY ASST.	\$ 70,181	
		<b>Total Changes in Expenditures</b>	\$ 70,181	\$ -

<b>Net Change in Expenditures</b>	<b>\$70,181</b>
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**Explanation:**

Budgeted \$180,000.00 for LIEAP funds. Have received a total of \$250,181.00 to date which produces \$70,181.00 overage.

Reslie A. Edwards      01.09.23  
 Finance Director                      Date

Amendment # 12  
 Approved: \_\_\_\_\_  
 Posted: \_\_\_\_\_



## JANUARY 2023 ECONOMIC DEVELOPMENT REPORT

Ms. Kelly Bowers presented the January 17, 2023 Economic Development Report sharing the Economy Overview, Brightspeed (Former CenturyLink) was awarded the Hertford County first phase of the Great Grant extending service to 389 additional residential units using the Great Grant funding, Industry Sites, Grants, and Infrastructure Updates.

After a brief discussion with Chairman Lassiter, Com. Horton thanked Ms. Bowers for her hard work.

### REQUEST APPROVAL OF BOARD APPOINTMENT RECOMMENDATIONS: HERTFORD COUNTY ECONOMIC DEVELOPMENT ADVISORY BOARD, ROANOKE CHOWAN REGIONAL HOUSING AUTHORITY & REDEVELOPMENT COMMISSION, HERTFORD COUNTY PLANNING BOARD AND HERTFORD COUNTY ZONING BOARD OF ADJUSTMENT

The Board approved the following appointments:

On a motion by Com. Douglas and second by Vice-Chairman Mitchell, the Board unanimously approved the appointment of Dustin Rountree to the **Hertford County Economic Development Advisory Board** for a three-year unexpired term effective January 17, 2023 and will expire December 30, 2024.

On a motion by Vice-Chairman Mitchell and second by Com. Horton, the Board unanimously approved the appointment of Dustin Rountree to the **Roanoke Chowan Regional Housing Authority & Redevelopment Commission**, for a five-year term effective January 17, 2023 scheduled to expire on December 30, 2028.

On a motion by Com. Douglas and second by Vice-Chairman Mitchell, the Board unanimously approved the appointment of Bobby Ray Riddick, Jr. to the **Hertford County Planning Board** in an unexpired three-year term effective January 17, 2023 and scheduled to expire on December 30, 2024.

On a motion by Com. Douglas and second by Vice-Chairman Mitchell, the Board unanimously approved the appointment of Bobby Ray Riddick, Jr. to the **Hertford County Zoning Board of Adjustment** for a three-year unexpired term effective January 17, 2023 and scheduled to expire on December 30, 2024.

### REQUEST APPROVAL OF FISCAL YEAR 2023-2024 BUDGET PROCESS OVERVIEW & PROPOSED SCHEDULE

On a motion by Vice-Chairman Mitchell and a second by Com. Douglas, the Board approved the Fiscal Year 2023-2024 Budget Process Overview & Proposed Schedule presented by County Manager David B. Cotton as follows:



BOARD OF COMMISSIONERS

Mr. André Lassiter, Chairman  
 Mr. William F. Mitchell, Jr., Vice-Chairman  
 Mr. Leroy Douglas

Mr. Ronald J. Gatling  
 Mr. John D. Horton

## HERTFORD COUNTY BUDGET DEVELOPMENT SCHEDULE FISCAL YEAR (FY) 2023-2024

DATES	ACTIVITY
January 17 <sup>th</sup>	<u>FY 2023-2024 Budget Development Schedule presented to the Board of Commissioners for formal review &amp; action</u>
January 30 <sup>th</sup>	<p>FY 2023-2024 Budget Preparation Schedule delivered to all County Departments / Offices / Agencies</p> <p>Budget Materials Distributed to all County Departments / Offices / Agencies</p> <p>Distribution of Proposed Budget Materials:</p> <ul style="list-style-type: none"> <li>▪ Budget Preparation Schedule for FY 2023-2024</li> <li>▪ Budget Forms</li> <li>▪ Fee Schedule for FY 2022-2023</li> <li>▪ Master List of all known Annual Contracts/Leases for FY 2022-2023</li> </ul> <p>List &amp; Explanation of Budget Forms:</p> <ul style="list-style-type: none"> <li>▪ Human Resources Form for New &amp; Revised Positions/Position Questionnaire:               <ul style="list-style-type: none"> <li>• Must be completed for all new position &amp; reclassification request(s) for all County Departments / Offices / Agencies &amp; personnel subject to the State of North Carolina Personnel Act.</li> </ul> </li> <li>▪ Capital Purchase Justification Form:               <ul style="list-style-type: none"> <li>• Threshold for completing this form is any single expenditure request over \$5,000.</li> </ul> </li> <li>▪ Vehicle Request Form:               <ul style="list-style-type: none"> <li>• Must be completed for all new and replacement vehicles request(s).</li> </ul> </li> <li>▪ New Equipment/Technology Request Form:               <ul style="list-style-type: none"> <li>• Threshold parameters for completing this form are any expenditure request(s) for equipment/technology between \$1,000 to \$4,999.</li> </ul> </li> <li>▪ Contracts/Leases (Annual)               <ul style="list-style-type: none"> <li>• Must be included with Department / Office / Agency funding request</li> <li>• Upload documents in MUNIS</li> </ul> </li> </ul>
January 31 <sup>st</sup>	<p>Initial Data Points &amp; Financial Analysis Deadline:</p> <ul style="list-style-type: none"> <li>• Fiscal Year 2022-2023 Revenue (Property Tax &amp; Sales Tax – individual analysis) &amp; Expenditure Yearend Projections – Finance Director</li> </ul>



January 31 <sup>st</sup>	Initial Data Points & Financial Analysis Deadline:  <ul style="list-style-type: none"> <li>◆ Fiscal Year 2023-2024 Real &amp; Personal Property Assessed Value Projections – Tax Assessor</li> </ul>
February 24 <sup>th</sup>	Distribution of Request Forms to Outside Funded Agencies and Non-Profit – Finance Director
February 27 <sup>th</sup> – March 3 <sup>rd</sup>	Budget Team Meeting – Commissioners’ FY 2023-2024 Budget Retreat Preparation
March 3 <sup>rd</sup>	Distribution of MUNIS Budget Worksheets & Access to MUNIS for all County Departments / Offices / Agencies (Upload all supporting documents, contracts, leases & complete the justification section for the appropriate line items) – Finance Director & Information Technology Director
March 6 <sup>th</sup>	<b><u>Board of County Commissioners’ FY 2023-2024 Budget (Goals &amp; Objectives) Retreat (Immediately Following Commissioners’ Regularly Scheduled Meeting)</u></b>
March 7 <sup>th</sup>	Budget Team Meeting – Senior Management Budget Development Meetings Preparation based on Guidance received from the Commissioners at the Board’s Budget Retreat
March 8 <sup>th</sup>	Budget Team Meeting – Senior Management Budget Development Meetings Review & Debrief (Following Senior Management
March 17 <sup>th</sup>	Revised Data Points & Financial Analysis Deadline:  <ul style="list-style-type: none"> <li>◆ Fiscal Year 2022-2023 Revenue (Property Tax &amp; Sales Tax – individual analysis) &amp; Expenditure Yearend Projections – Finance Director</li> </ul> <p>Fiscal Year 2023-2024 Real &amp; Personal Property Assessed Value Projections – Tax Assessor</p>
March 27 <sup>th</sup> – 29 <sup>th</sup>	Budget Team Meeting – Commissioners’ FY 2023-2024 Budget Work Session Preparation
April 3 <sup>rd</sup>	<b><u>Board of County Commissioners’ FY 2023-2024 Budget Work Session &amp; Update (Immediately Following Commissioners’ Regularly Scheduled Meeting)</u></b>  <p>Deadline for the following forms (in one packet to County Administration) disbursed on January 30<sup>th</sup>, 2022:</p> <ul style="list-style-type: none"> <li>▪ Human Resources New &amp; Revised Job Form/Questionnaire</li> <li>▪ Capital Purchase Justification Form</li> <li>▪ Vehicle Request Form</li> <li>▪ Equipment/Technology Request Form</li> <li>• Contracts</li> </ul>

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April 4 <sup>th</sup> – 5 <sup>th</sup>	Budget Team Meeting – Commissioners’ Work Session Debrief based on Guidance received from the Board & review the submitted Budget Forms
April 6 <sup>th</sup> – 7 <sup>th</sup>	Outside Funded Agencies & Non-Profits Budget Submission Review Meeting(s) with Budget Team (As Requested)
April 7 <sup>th</sup>	Deadline for Request Forms from Outside Funded Agencies and Non-Profits
April 7 <sup>th</sup>	Deadline for MUNIS Budget Worksheets & Data Entry into MUNIS from all County Departments / Offices / Agencies
April 12 <sup>th</sup> – 14 <sup>th</sup> April 17 <sup>th</sup> – 18 <sup>th</sup>	Individual Department / Office / Agency Budget Submission Review Meeting(s) with Budget Team
April 26 <sup>th</sup>	Revised Data Points & Financial Analysis Deadline: <ul style="list-style-type: none"> <li>◆ Fiscal Year 2022-2023 Revenue (Property Tax &amp; Sales Tax – individual analysis) &amp; Expenditure Yearend Projections – Finance Director</li> <li>◆ Fiscal Year 2023-2024 Real &amp; Personal Property Assessed Value Projections – Tax Assessor</li> </ul>
April 27 <sup>th</sup> – 28 <sup>th</sup>	Budget Team Meeting – Commissioners’ FY 2023-2024 Budget Work Session Preparation based on insight gained from Individual Department / Office / Agency Budget Submission Review Meeting(s) and from Outside Funded Agencies and Non-Profits
April 30 <sup>th</sup>	N.C.G.S. § 159-10  Deadline for Internal Department / Office / Agency Budget Request Submissions
May 1 <sup>st</sup>	<b><u>Board of County Commissioners’ FY 2023-2024 Budget Work Session &amp; Update (Immediately Following Commissioners’ Regularly Scheduled Meeting)</u></b>  Budget Team Meeting – Individual Department / Office / Agency Budget Development Meetings Preparation (if necessary) based on Guidance received from the Commissioners at the Board’s Budget Work Session
May 2 <sup>nd</sup> – 5 <sup>th</sup>	Individual Department / Office / Agency Budget Revision Meeting(s) – (if necessary following the Board of County Commissioners’ (May 1 <sup>st</sup> , 2023) FY 2023-2024 Budget Work Session & Update)
May 9 <sup>th</sup> – 10 <sup>th</sup>	Budget Team Meeting – Individual Department / Office / Agency Budget Development Meetings Debrief & Review (if necessary) based on Guidance received from the Commissioners at the Board’s Budget Work Session
May 11 <sup>th</sup> – 12 <sup>th</sup>	Budget Team Meeting – Prepare and review the FY 2023-2024 Budget Presentation & final review of Budget Message

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May 15 <sup>th</sup>	<p>Deadline for Hertford County Public Schools' &amp; Roanoke-Chowan Community College's Budget Request</p> <p>Budget Team Meeting – Review and Disseminate the FY 2023-2024 Local Budget Appropriation Request(s) submitted by the Board of Education &amp; Community College Board of Trustees to the Board of Commissioners</p>
May 15 <sup>th</sup>	<p>N.C.G.S. § 115C-429(a)</p> <p>Deadline for the Board of Education to submit the Public School System's Local Budget Appropriation Request to the Board of Commissioners or such later date as may be fixed by the Board of Commissioners</p>
May 16 <sup>th</sup>	<p><b><u>Fiscal Year 2023-2024 (Draft) Budget Message, Budget Ordinance &amp; Capital Improvement Plan:</u></b></p> <ul style="list-style-type: none"> <li>▪ <b><u>Presentation to the Board of Commissioners (During Commissioners' Regularly Scheduled Meeting)</u></b></li> <li>▪ Delivered to the Clerk to the Board's Office &amp; Other County Locations, Uploaded to the Hertford County Website &amp; Facebook page – Available for Public Inspection</li> </ul> <p>Clerk to the Board will publish a statement that the FY 2023-2024 Budget Documents have been submitted to the Board of County Commissioners &amp; that it is available for public inspection in the Office of the Clerk to the Board</p>
May 24 <sup>th</sup>	<p>Deadline for posting the FY 2023-2024 Budget Public Hearing Notice Set for June 6<sup>th</sup>, (Note: based on the publication and printing cycle of the Roanoke-Chowan News Herald, staff may need to prepare and post the notice at an earlier date)</p>
June 1 <sup>st</sup>	<p>N.C.G.S. § 159-11</p> <ul style="list-style-type: none"> <li>• Deadline for the Budget Officer to submit the Budget &amp; Budget Message to the Board of Commissioners</li> <li>• Deadline for Budget Officer to file a copy of the Budget &amp; Budget Message with the Clerk to the Board</li> <li>• Deadline for the Clerk to the Board to make a copy of the Budget &amp; Budget Message available to all News Media in the County</li> </ul> <p>Deadline for the Clerk to the Board to file a statement that the Budget &amp; Budget Message has been submitted to the Board of Commissioners and that it is available for public inspection</p>
June 5 <sup>th</sup>	<p><b><u>Fiscal Year 2023-2024 Budget Public Hearing (During Commissioners' Regularly Scheduled Meeting)</u></b></p>

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June 5 <sup>th</sup>	<u>Board of County Commissioners' FY 2023-2024 Budget Work Session &amp; Update (if necessary following the Fiscal Year 2023-2024 Budget Public Hearing -- Immediately Following Commissioners' Regularly Scheduled Meeting)</u>
June 19 <sup>th</sup>	<u>Fiscal Year 2023-2024 Budget Ordinance Adoption (During Commissioners' Regularly Scheduled Meeting)</u>
July 1 <sup>st</sup>	<p>N.C.G.S. § 159-13</p> <ul style="list-style-type: none"> <li>◆ Deadline for the Board of Commissioners to adopt a Budget Ordinance</li> </ul> <p>Not earlier than ten (10) days after the day the Budget &amp; Budget Message is presented to the Board of Commissioner and not later than July 1<sup>st</sup>, the Board of Commissioners shall adopt a Budget Ordinance</p>

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## **COUNTY MANAGER'S REPORT**

County Manager Cotton reported that the County ceremoniously received a gracious donation of two flags (National and State) from Woodman Life Murfreesboro Chapter 862. He shared that these flags will replace the flags that are currently displayed in front of the Judicial Center.

## **BOARD CHAIR'S/CLERK'S REPORT**

Clerk Tyler presented the following: Board Chair will be making visits with County Department Heads, Hertford County Public Schools Superintendent Welcoming Meet & Greet is January 26, 2023 at 5:30 PM at the New Ahoskie Elementary School (AES) Auditorium; the Board 2023 Planning Work Session on January 3<sup>rd</sup> County strategies and goals are in place; the Board will recognize citizens for Black History Month in February for their acts of public service being champions for civil rights; and January 26 NACo is hosting a County Strategy webinar to recruit and retain a strong Behavior Health Workforce.

Chairman Lassiter reported that 2022 was a very good year; the County received \$3.5 Million to inspire Economic Development; shared the possibility of an Economic Development Hub in Eastern N.C. and thanked Ms. Bowers for her hard work and dedication.

## **COMMISSIONERS' COMMENTS**

The Commissioners commented as follows:

Vice-Chairman Mitchell commented that it was to see everyone in attendance.

Chairman Lassiter addressed Hertford County Public Schools Superintendent, Dr. Jesse Pratt, thanking him for attending the meeting and invited him to provide comments.

Dr. Pratt commented expressing his gratitude to serve in Hertford County and thanked the Board and County Manager for supporting and funding Hertford County Public Schools.

Com. Horton commented on the benefits of seeing outside funding coming in the County, congratulated Director Bowers, and requested that County Manager Cotton provide a thorough follow-up of the November 2022 request for an investigation at Peach Tree Lane regarding citizen's complaints of being denied access to the County water system at the upcoming Regular Board Meeting.

Com. Gatling thanked Mr. Tupper Jones for his presentation and stated he look forward to him helping the County, thanked Sylvia Howard for recognizing the efforts of the Board, and shared it was good to see Dr. Williams and those from the RCCC who accompanied her.

Com. Douglas thanked everyone for attending the meeting.

Chairman Lassiter echoed the sentiments of the Board Members thanking the citizens, County Directors in attendance, Sheriff Dexter Hayes, Pastor Mary Drake, Super for their support of Hertford County.

**CLOSED SESSION**

On a motion by Vice-Chairman Mitchell and a second by Com. Douglas, the Board unanimously approved to move to Closed Session as allowed under NCGS § 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 Vice-Chairman Mitchell and second by Com. Douglas, the Board unanimously approved to return to Regular Session.

**ADJOURN MEETING**

On a motion by Vice-Chairman Lassiter and a second by Com. Douglas, the Board adjourned the meeting.

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APPROVED: February 6, 2023

The Honorable Andre` M. Lassiter, Jr. Chairman

Dr. Renee Tyler, Clerk